

Catalog 2001-2002

College of the Desert

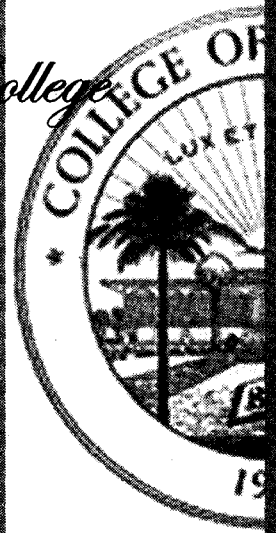


*Desert
Community
College District*

**COLLEGE
OF THE
DESERT**

A California Public Community College

*Catalog
2001-2002*



ACCREDITATION

College of the Desert is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (3402 Mendocino Avenue, Santa Rosa, CA 95403 (707) 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Accreditation was reaffirmed during the 1998-1999 academic year. College of the Desert's next comprehensive review will be conducted in 2005.



This catalog is valid from July 1, 2001 through June 30, 2002. It is in effect for the Fall and Spring semesters and any session (intersession) which commences within this defined period of time.

As president, I am pleased to invite you to attend College of the Desert. We have a proud history at this institution built on the strength of our educational offerings and our commitment to student success.

When you enroll at COD, you will embark on an exciting journey, one that will change your life. We understand how important this journey is and have developed a comprehensive student program to address your needs.

At College of the Desert, we are devoted to your success. We're there for you no matter what your goal, whether it's general education leading to a transfer to a four-year college or university, a vocational certificate, the development of basic skills, personal improvement or a self-guided program of lifelong learning.

We accommodate personal circumstances and welcome students who are working while raising children and juggling family responsibilities, as well as older returning students who are in pursuit of their personal learning goals. We're affordable and offer excellent financial aid programs to those in need.

COD is home to a wonderful faculty of caring and talented professionals who take a personal interest in the academic and personal success of every student. That's why we're here.

Welcome.



Dr. Maria C. Sheehan

DESERT COMMUNITY COLLEGE DISTRICT

COLLEGE OF THE DESERT

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COLLEGE OF THE
DESERT

43-500 MONTEREY AVENUE
PALM DESERT, CA 92260

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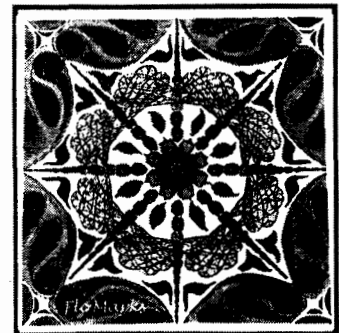
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A Student Trustee is elected annually by students.

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FALL SEMESTER 2001

AUGUST 2001

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SEPTEMBER 2001

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NOVEMBER 2001

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- AUGUST 21LAST DAY TO REGISTER OR ADD BY TELEPHONE
- AUGUST 22 CLASSES BEGIN
- SEPTEMBER 3 LABOR DAY - HOLIDAY
- SEPTEMBER 5 LAST DAY TO DROP AND BE ELIGIBLE FOR A REFUND
- SEPTEMBER 5 LAST DAY TO REGISTER OR ADD IN PERSON (WITH APPROVAL)
- SEPTEMBER 14LAST DAY TO DROP WITHOUT THE COURSE APPEARING ON YOUR TRANSCRIPT
- OCTOBER 8 LAST DAY TO REQUEST AN EVALUATION FOR SPRING/SUMMER 2002 GRADUATION
- NOVEMBER 1 LAST DAY TO FILE INTENT TO GRADUATE FALL 2001
- NOVEMBER 12 VETERANS' DAY OBSERVED - HOLIDAY
- NOVEMBER 20LAST DAY TO REQUEST A REFUND (COURSE MUST HAVE BEEN DROPPED BY SEPTEMBER 5)
- NOVEMBER 20 LAST DAY TO DROP
- NOVEMBER 22-23 THANKSGIVING DAY - HOLIDAY
- NOVEMBER 24 NO SATURDAY CLASSES
- DECEMBER 15 FINAL EXAMS FOR SATURDAY CLASSES
- DECEMBER 17-21 FINAL EXAM WEEK
- DECEMBER 21 LAST DAY OF FALL SEMESTER
- DECEMBER 22-26 CAMPUS CLOSED
- DECEMBER 22- JANUARY 10 STUDENT BREAK

SPRING SEMESTER 2002

JANUARY 11SPRING CLASSES BEGIN
 JANUARY 21 MARTIN LUTHER KING, JR. HOLIDAY
 JANUARY 28 LAST DAY TO DROP AND
 BE ELIGIBLE FOR A REFUND

FEBRUARY 8LAST DAY TO DROP WITHOUT THE COURSE
 APPEARING ON YOUR TRANSCRIPT

FEBRUARY 15 LINCOLN'S DAY - HOLIDAY
 FEBRUARY 16 NO SATURDAY CLASSES
 FEBRUARY 18 WASHINGTON'S DAY - HOLIDAY

MARCH 25 - 29 SPRING BREAK
 MARCH 29 COLLEGE CLOSED/HOLIDAY
 MARCH 30 NO SATURDAY CLASSES

APRIL 1 LAST DAY TO FILE INTENT TO
 GRADUATE SPRING 2002
 APRIL 11 (3:00 P.M.)LAST DAY TO REQUEST A REFUND
 (COURSE MUST HAVE BEEN
 DROPPED BY JANUARY 28)
 APRIL 23 LAST DAY TO DROP

MAY 10 LAST DAY TO REQUEST AN EVALUATION
 FOR FALL 2002 GRADUATION
 MAY 17 - MAY 23 FINAL EXAMS
 MAY 23 LAST DAY OF SPRING SEMESTER
 MAY 24 GRADUATION CEREMONY
 MAY 27MEMORIAL DAY HOLIDAY/COLLEGE CLOSED

JANUARY

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APRIL

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MAY

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THE FACULTY CODE OF PROFESSIONAL ETHICS

Guided by a profound belief in and respect for the inherent dignity and worth of each individual in the culturally diverse community we serve, the faculty at College of the Desert endeavor to:

- **place as their highest priority excellence in teaching, continually striving to improve scholarly and professional competence, maintaining personal and academic integrity, and accepting the role of intellectual guide and facilitator;**
- **encourage the free pursuit of learning, honoring the confidential nature of the relationship between instructor and student, avoiding exploitation of students for private advantage, and holding before them high scholarly standards for their discipline and appreciation and respect for others;**
- **accept accountability for maintaining honest academic conduct, high standards of performance, and evaluation that reflects the true merit of students, courses, programs, and services;**
- **accept the obligations associated with membership in a community of scholars that includes practicing, fostering and defending intellectual honesty, freedom of inquiry and instruction, social responsibility, and respect for the opinion of others;**
- **acknowledge the rights and obligations associated with the role of citizen within the community ensuring that views expressed within that society are represented as those of a private citizen rather than those of a spokesperson for the College.**

VISION STATEMENT

We as a District endorse these statements as our vision for the future --

- all students will be encouraged and supported in attaining their educational goals;
- all students will have access to needed services and support;
- all students will have the opportunity to participate in diverse learning experiences that are responsive and reflective of their needs and those of the community;
- our District will be knowledgeable of workforce, community, and transfer needs and will facilitate opportunities in these areas for students;
- our District will participate in and collaborate with local communities;
- District planning will be based on thorough knowledge of our diverse student population.

MISSION STATEMENT

Our primary mission is to provide comprehensive, student-centered community college education. We prepare students for transfer programs that assure their access to upper-division education at public and private universities. Of equal importance, we provide vocational and technical programs of study in order to help students acquire quality employment. In support of this mission, we provide the services required to maintain learning programs as well as the basic skills that equip students to complete transfer and/or occupational objectives. We are committed to excellence, as measured by student outcomes and student success in their achievement of transfer and occupational objectives; equal access to opportunity for our students, our faculty and staff, and the diverse communities we serve; and community involvement in promoting economic development, intellectual and cultural enrichment, and encouraging financial support for the fulfillment of the College's mission.

GOALS

ACADEMIC TRANSFER PROGRAMS

The DCCD believes that academic transfer programs are essential to the community and must provide a general education and pre-major curriculum that will meet or exceed the lower division requirements articulated with four-year institutions. The District is committed to an overall effort to fulfill academic transfer requirements by concentrating on the development of a comprehensive instructional environment.

OCCUPATIONAL AND VOCATIONAL EDUCATION

To meet the changing economic, technological, and environmental needs of the community, the DCCD will identify regional employment training needs and provide degree and certificate programs which prepare students for these career opportunities. These programs will train, retrain, and upgrade student career skills through existing occupational/vocational and general education programs as well as partnerships and contractual education with the private sector and public agencies.

BASIC SKILLS

The DCCD believes that basic skills education is critical to an individual's well-being in a demanding society. Therefore, the District will provide comprehensive basic skills programs to support academic, occupational/vocational, developmental, and community education.

MARKETING

The DCCD will aggressively and effectively promote all District programs and services to increase public awareness of educational opportunities, fulfill the mission of the District, and encourage measured growth.

ORGANIZATION

The DCCD recognizes the need for a well-defined organizational system that supports the interrelationship and participation of all institutional elements, enhances opportunities for consideration of matters common to the District and its environment, and provides methods for timely response to District-wide needs.

PLANNING

The DCCD has established within its organizational structure a planned, systematic procedure designed to encourage and facilitate the creation of innovative programs and the expansion of existing programs.

RESOURCES

The DCCD believes that all resources aid the District in fulfilling the mission of providing comprehensive educational opportunities to the community and that all resource allocation must be tied to existing or newly developed programs compatible with the approved Mission Statement. Further, the District is dedicated to the principle that all resources are reciprocal and that we must be accountable to our constituents in demonstrating the results of acquired resources. Resource allocations must reflect our commitment to equal opportunity so that all citizens have access to their benefits.

HISTORY

In 1958, voters approved formation of a junior college district in the Coachella Valley in a landslide vote that created a local two-year college. It was the culmination of 10 years of study and planning by the governing boards of the Palm Springs and Coachella Valley Unified School Districts and the State Department of Education.

College of the Desert was established on April 15 of that year, when the initial five member Board of Trustees was elected. On July 1, the members were

seated and the new District began to function. COD got its name from a Palm Springs teenager, Douglas Crocker, who won a "Name the College" contest sponsored by the district and local newspapers.

After three years of study and planning, contracts were let in 1961 for the construction of nine buildings on 160 acres at Monterey Avenue and Avenue 44 (now Fred Waring Drive) in Palm Desert. The site is the former Odell Ranch. The buildings had been funded in 1959 by a bond issue of \$3.5 million, and COD's first students arrived in the Fall of 1962. Of the 3,000 students, some 2,500 attended part-time. The faculty consisted of 35 members. In November, students put out the first issue of the campus newspaper, The College Times. It was renamed The Chaparral a year later.

COD received its first accreditation on Oct. 14, 1963. In 1964, voters in the Coachella Valley approved a new \$2 million bond issue to complete the first phase of COD construction. Within four years, construction was completed on the library (now the Hilb Student Center), the Gymnasium, and the Agricultural Science, Agricultural Technology, Nursing and Engineering buildings.

In 1966, residents of the high desert voted to join the college district and what was to become the Copper Mountain Campus got its start.

Other significant years in COD's history include:

1973: Dr. Fern Stout succeeded Dr. Roy McCall and became the second Superintendent/President of the community college district.

1984: The first phase of building was completed, giving the High Desert communities their own community college site, named Copper Mountain Campus, a satellite of COD. Copper Mountain would become a separate district in 1999.

1986: COD began to offer programs related to golf course management and maintenance. The Coachella Valley Campus of California State University, San Bernardino, opened on the COD campus, allowing students to complete upper division courses in the Coachella Valley. The district appointed its third Superintendent/President, Dr. David George.

1988: the Board of Trustees changed the name of the Coachella Valley Community College District to Desert Community College District. At Indio High School, the college began offering classes as part of a planned Eastern Valley Center.

1991: The Child Development Resource and Training Center opened, offering affordable child care to students, staff, faculty and the public, and training in child care careers.

1992: The Energy Technology Training Center was opened. The Center is today recognized as a national leader in alternative fuel training and is a model for nine other community college alternative fuel training programs throughout California.

1994: Construction began on a new library, a unique city-county-college facility in which the new building would house Palm Desert City and Riverside County public libraries as well as the College library.

1996: The Multi-Agency Library opened. The Dining Hall was renovated. Dr. William R. Kroonen became COD's fourth Superintendent/President.

1998: The former college library was remodeled as a student center and renamed the Hilb Center in honor of its benefactors, Jeane and Justin Hilb. The original Lecture Hall was renovated and renamed the Carol L. Meier Lecture Hall. The Faculty Resource Center opened. COD began offering classes at Palm Springs High School, part of its Western Valley Center outreach. COD celebrated its 35th anniversary.

1999: Theater One, the campus theater, was rededicated in honor of Bob and wife "Mike" Pollock. The Pollock Theater's first performance was an original play by the Hollywood screenwriting couple. Copper Mountain Campus became a separate community college district. At COD, groundbreaking ceremonies were held to begin construction of Math and Social Sciences buildings on the Palm Desert campus.

2000: New campus-wide outdoor light posts were installed to brighten the campus at night. COD won a five-year federal \$1.8 million Hispanic Serving Institution (HSI) grant, designed to increase enrollments and improve outcomes. Speech Professor Buford Crites, president of the Academic Senate, began a one-year

12 GENERAL INFORMATION/HISTORY

term as Mayor of Palm Desert. He was the second COD faculty member to be mayor; former Journalism Professor Roy Wilson held the post in the early 1990s (Wilson's now a county supervisor).

2001: Trustees selected Dr. Maria Sheehan to be COD's fifth Superintendent/President, following the retirement of Dr. William Kroonen. Dedication ceremonies were held for the new Math and Social Sciences buildings, which created new classrooms for the first time in three decades and added a number of faculty offices. The college that began in 1962 with 3,000 students reached a head count of 8,700.

EASTERN VALLEY CENTER

The Eastern Valley Center houses and coordinates an off-campus satellite educational program in order to make core academic courses as well as non-credit classes more accessible to residents of the eastern Coachella Valley. Located at 44-199 Monroe Street in Indio, the Center offers day and evening classes, as well as limited counseling, assessment testing, registration, and referral services. Additional evening classes are also held at Indio High School and Miss Julie's Dance Studio.

The Eastern Valley Center staff is committed to offering a wide array of courses and providing student and faculty support at all satellite locations. Please refer to the current Schedule of Classes for starting dates and meeting times. For further information, please call the EVC office at (760) 347-2288.

WESTERN VALLEY CENTER

In order to provide local access to college classes for students living in the greater Palm Springs area, College of the Desert offers a wide variety of evening credit courses at Palm Springs High School. Counseling, assessment testing, admission, and assistance with telephone registration are offered one night only at Palm Springs High School, prior to the start of each semester. Please refer to the current Schedule of Classes, or visit the college website at <http://desert.cc.ca.us/> for starting dates and meeting times of Western Valley classes. For further information, please call the Academic Affairs office at (760) 773-2506.

VIRTUAL VALLEY CENTER

One of the most exciting current developments in education is the offering of classes via the Internet. The Virtual Valley Center is College of the Desert's vehicle for offering such classes. Beginning with one English 1A (Freshman Composition) class in Spring of 1998, this program has grown to the point where twenty-four sections of seventeen different classes are being offered online in the Fall of 2001. These include Computer Information Systems, Computer Science, Digital Design and Production, Economics, English, Mathematics, Natural Resources, Reading, and Spanish. The College plans to add a significant number of offerings in each subsequent semester. The College also is working to make student services available online, and is investigating the feasibility of offering full certificate and degree programs online.

Online courses have the same transfer status and prerequisites as traditional on-campus classes, and are subject to the same standards of academic quality. The difference is that the student completes his or her coursework asynchronously via email, electronic bulletin boards and chatrooms. This can be a tremendous advantage for those students who have trouble getting to the campus or who have schedules that do not allow them to take classes scheduled at specific times. Online students must have their own computers and Internet access, and must be proficient in using the Internet, a word processing program and email.

For further information, contact Tom Gillman at tgillman@desertonline.net or call (760) 776-7305.

GOACHELLA VALLEY CENTER

CALIFORNIA STATE UNIVERSITY SAN BERNARDINO (CSUSB)

CSUSB offers junior, senior, and graduate level coursework and programs in limited majors in facilities located on the east side of the COD Palm Desert campus. COD students planning to transfer to CSUSB can apply for guaranteed admission contracts by contacting the University, or the COD Transfer Center. For further information, call CSUSB at (760) 341-2883; or the COD Transfer Center at (760) 773-2523.

COLLEGE CURRICULUM

PREPARATION FOR TRANSFER

As an integral unit of the California tripartite system of public higher education, the College provides programs of study providing students the opportunity to prepare for transfer to four-year colleges and universities. The College aspires to do this in such a manner that students may transfer without loss of time or credit.

Most professions and careers requiring study beyond that available at the College of the Desert are such that the first two years of study may be completed before transferring from College of the Desert to another institution of higher education. To assure transfer students of obtaining the maximum benefit from their College of the Desert experience prior to transferring, it is important for students to engage in careful, long range planning. In general, students planning to transfer should follow the procedure outlined below:

1. Tentative Choice: Because course requirements vary among colleges and universities, it is advantageous to research and select the school(s) to which you plan to transfer as early as practicable in your college career. The COD Transfer Center offers a research library to help you prepare to transfer, including catalogs from California public and private institutions, as well as from many out-of-state colleges. Transfer admission information, applications, and other reference materials are also available. The Transfer Center is located in the Administration Building, Room 12.

2. Catalog: Examine catalogs of prospective colleges and universities. Study carefully those sections that cover requirements for (a) transfer admission, (b) the major, and (c) graduation. Finding all requirements often warrants a review of the entire catalog, as requirements may be listed in different sections of the catalog. Many of these requirements must be taken during the freshman and sophomore years. Failure to do so can unduly extend the time required for transfer admission and graduation.

3. Financial Aid: Apply for financial aid as directed in the current COD class schedule. Application forms and other financial aid information are available in the Financial Aid Office, located in Building C.

4. General Education Requirements: Students may complete their lower division general education or breadth requirements while at College of the Desert. COD has articulation agreements with the California State Universities (CSU) and the University of California (UC) system that allow students to be certified for these requirements. To select the pattern that is most appropriate for you, consult your faculty advisor.

5. Application Filing Period: Check carefully the dates of the application filing period. This is the time between the first date applications will be received and the deadline. Many colleges have initial filing periods ten months before admission. In all cases, preparation of applications early within the filing period is recommended.

6. Letters of Recommendation and Rating Forms: Some independent colleges require letters of recommendation or rating forms. Students should get to know their instructors well enough so that the instructors can comment accurately on the students' characteristics.

7. Grade Point Requirements: Many colleges require higher than a 2.0 (C) grade point average. Study catalogs carefully for all requirements.

8. Admission Requirements of the Public California Institutions: Both the University of California (UC) and the California State University (CSU) have the same initial filing period for Fall admission. The period for Fall entry is the month of November for admission ten months later. Both UC and CSU require completion of 60 transferable units to enter as a junior. The University of California requires a minimum of a 2.4 grade point average (2.8 or higher for nonresidents).

The CSUs will allow community college students to transfer with 56 transferable units with a minimum of a 2.0 transfer grade point average. Within the 56 units, a minimum of 30 semester units that meet general education requirements must be completed with a grade of C or better in each course. The 30 semester units must include at least 9 units (3 courses) in English language, and at least 3 units in mathematics/quantitative reasoning. These requirements became effective Fall 2000.

Students eligible for UC or CSU entrance as freshmen may enter before their junior year if they have maintained a 2.0 or better grade point average in college work.

14 GENERAL INFORMATION/CURRICULUM

NOTE: Meeting minimum requirements is *not* enough to gain admission to many UC and CSU campuses and programs. For clarification of transfer admission requirements, consult the *transfer* college catalog and supplemental reference materials available in the COD Transfer Center.

9. Admission to Independent California or Out-of-State Colleges: Students who follow transfer major courses of study find they are given credit for most, if not all, courses when they transfer to independent or out-of-state colleges and universities. Some colleges require a certain number of completed units before considering students as eligible for transfer, while others accept students at any time. Admission requirements are outlined in the respective college catalogs. Catalogs are available for use in the College of the Desert Transfer Center. Independent colleges encourage students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.

10. Transferable Courses: Course descriptions in this catalog carry a designation code of their acceptance for transfer at the California State University (CSU) and at the University of California (UC). This acceptance can change annually. Consult the Transfer Center for more detailed information.

Students may view the COD Transfer Course Agreements with CSU and UC online at the ASSIST web site: www.assist.org.

OCCUPATIONAL/VOCATIONAL EDUCATION

For those students desiring to complete an occupational curriculum within two years, the College offers technical training and education in fields justified by student enrollment. Individual courses are offered in some areas where a full curriculum cannot be justified. In both instances the College's aim is vocational competence for students and an appreciation of citizenship responsibilities.

Students may work toward: (a) earning a certificate (the certificate program is approximately one year in length, with the prospective student specializing in a particular area of study); or (b) an Associate degree. Refresher

courses are also offered, as well as courses in which new and/or upgraded skills are required to take advantage of employment opportunities.

Individuals may attend classes as either part-time or full-time students. A large segment of the College student body is employed full-time, but attends classes of interest during evening hours. The College closely articulates with other colleges and industry. Many of the courses completed will transfer to four-year institutions. Occupational advisory committees assist the College in determining the types of skills, courses, and programs students should complete to meet labor market needs as well as the needs of industry.

SCHOOL-TO-CAREER (STC)/TECH PREP

STC and Tech Prep are part of a nationwide educational reform movement that creates a seamless curriculum between high schools and community colleges. During the last two years of high school, juniors and seniors may choose a major course of study in one of the programs. Locally, those programs will be linked to two-year associate degree and certificate programs at College of the Desert.

The STC/Tech Prep programs at College of the Desert may include accounting, business, business management, computer science, real estate, small business systems, office automation and marketing, vocational nursing, assistant nursing, computer information systems, architecture, automotive technology, etc. College of the Desert offers 37 vocational programs which could be linked with high school programs to form a four-year tech prep program.

Students who complete STC/Tech Prep programs are prepared for entry-level employment, advanced technical training or advanced education at a four-year university.

DEVELOPMENTAL EDUCATION

Education is a lifelong process. In today's society, it is becoming increasingly necessary for people to return to college to acquire new skills, upgrade old skills, acquire new knowledge and expand existing knowledge.

The College provides developmental programs and courses which enable students to acquire learning skills necessary for the completion of an educational plan leading to the attainment of the individual's objectives.

Recognizing the role of the community college in the area of developmental education, College of the Desert makes available opportunities for development of necessary skills and knowledge in Adult Basic Education (reading, writing and math), English as a Second Language, High School Completion, and preparation for the General Education Development Test (GED).

Many courses are offered on an open-entry, open-exit basis. Admission of students occurs on a daily basis and no prior educational background is required. In addition to regular class offerings, emphasis is placed on individualized student learning. Specifically, instruction is provided in the following areas:

Passing the Torch: Incoming Superintendent/President Dr. Maria Sheehan receives congratulations and good wishes from retiring Superintendent/President Dr. William Kroonen.



ENGLISH AS A SECOND LANGUAGE (ESL)

This program is especially developed for nonnative speakers of English and for those who speak English as their second language. The College offers a series of courses which focus on the language skills necessary to function and communicate effectively in basic, vocational, academic and professional aspects of life.

Developmental Education offers the Non-Credit ESL program, an intensive series of multi-skill courses which meet the needs of students not fluent in English. Persons from the literacy level to the high advanced level of English proficiency acquire the skills required for their daily lives and prepare themselves to enter high school completion, vocational or academic programs. Please see *Communication* for information on the Credit ESL program.

ADULT BASIC EDUCATION (ABE)

The ABE program provides instruction which teaches adults those skills normally acquired in grades 1 - 8. Individual and group learning opportunities are offered students with particular emphasis in reading, writing, mathematics, communication, and life skills.

HIGH SCHOOL COMPLETION

This program provides an educational opportunity for adults, anyone 18 years or older, who desire to complete requirements for a high school diploma. Credit may be granted for military service, for technical school attended, work experience, and credit earned in the ninth grade or higher, except physical education.

GENERAL EDUCATIONAL DEVELOPMENT TEST (GED)

Another function of the program is to prepare students to pass the GED test, which many businesses and governmental agencies accept in lieu of the high school diploma. Refer to the Developmental Education section of the current class schedule for testing information at each campus.

**ECONOMIC
DEVELOPMENT
AND COMMUNITY
EDUCATION**

"Unlimited Directions for Learning"

College of the Desert has created a variety of unique programs and services designed to provide specialized assistance to the growth and stability of area business. These programs are a vital response to the college mission of assisting in the economic development of the service area by offering fee based customized training programs for business and industry, business start up assistance, applied research, business reference data bases, and individual assistance for business start up or expansion planning.

These programs use both faculty experts and business professionals to deliver specialized training, workshops, seminars and individual counseling on topics appropriate to the needs of local business and industry.

COMMUNITY EDUCATION

Whether you are preparing for a new career, working toward continuing education units, or pursuing lifelong learning, Community Education has a rich variety of informative and skilled-based courses to meet your educational needs. Our accelerated, not-for-credit, short-term course format is designed for adult learners and is compatible with your busy schedule. Our goal is to offer high-quality learning opportunities that support your professional development and improve business performance.

CONTRACT EDUCATION

The college offers custom designed training programs for every level of employee from entry-level communication/basic skills to executive level specialized training. All programs are developed in consultation with the employer and delivered at a time and location suitable to the employer on a fee basis. The Office of Contract Education has successfully developed and delivered training programs to many area medium and large businesses, corporations and public agencies utilizing faculty specialists or industry specialists.

**ENERGY TECHNOLOGY
TRAINING CENTER**

The College has created the nation's first training center for technicians who repair and maintain advanced fuel vehicles such as compressed natural gas (CNG), liquid petroleum gas (LPG), and is preparing training programs in other alternate fuel systems such as electric vehicles (EV). These technician training programs are designed to meet the needs of the emerging advanced transportation technology systems in the Coachella Valley and were developed in partnership with SunLine Transit Agency, the Southern California Gas Company and the Chancellor's Office.

**INSTITUTE FOR
RETAIL STUDIES**

The Institute for Retail Studies provides training for employees in the retail sector. Entry level training, management seminars and courses for continuing education units are offered through the Institute.

**WORKPLACE LEARNING
RESOURCE CENTER**

Sponsored by the Chancellor's Office Economic Development Network (ED>Net), this center specializes in assessing the skills and abilities of employees at local businesses and designing and delivering appropriate workforce training programs to strengthen those skills that are required to improve employee performance.

LEARNING RESOURCES

ACADEMIC SKILLS CENTER

The purpose of the Academic Skills Center (ASC) at College of the Desert is to provide learning opportunities that support regular classroom instruction. The staff of the ASC works closely with faculty to provide audio and video tape instruction, computer aided instruction, and tutoring which helps students to practice and reinforce what they are learning in their courses. Priority is given in five areas: reading, writing, mathematics, ESL and foreign languages.

In addition, as part of the college's matriculation plan, the ASC assesses all entering students in basic skills and provides an introductory orientation to the District to beginning students.

The ASC also offers training for students interested in becoming tutors and provides study skills assistance for any student enrolled in the College. Finally, English

and ESL faculty are frequently available in the ASC to provide consultation and assistance to students in these areas. Located on the Palm Desert Campus in Building E, the ASC hours of operation are listed in the current class schedule.

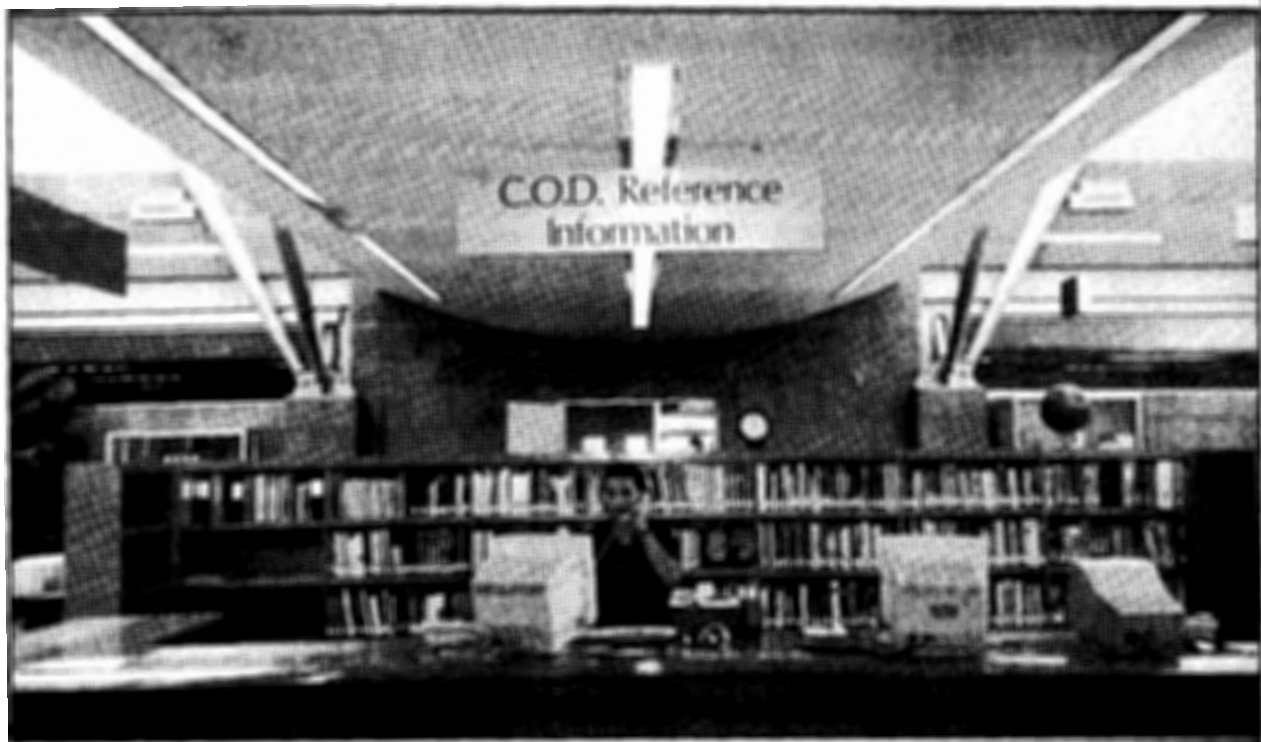
LANGUAGE LAB

The Language Lab provides support services in programmed cassette practice, video viewing, and computer-aided instruction so students can develop their communicative skills in understanding, speaking, reading and writing. This state-of-the-art technological facility is equipped with interactive, multimedia software carefully chosen to enhance the satisfaction of second language learning.

Interactive programs are available for ESL, Spanish, French, Italian and Japanese. The center is supervised at varied times by qualified language instructors and is located in Room 5 in Building E.



Students take advantage of the relaxed atmosphere in the Hilb Student Center to view an instructional video on Mathematics and calculator skills.



LIBRARY

The Multi-Agency Library unites three agencies, the City of Palm Desert, the Riverside City and County Public Library and the College, in a unique community partnership. Patrons have the opportunity to browse and select from both the COD and public library collections. By complementing each other's particular strengths, the public and academic sections offer a greater variety of services (children's programs, business reference, local history information, etc.) to patrons and students using the new library.

The College Library plays a prominent role in the instructional curriculum of the College. A professional staff is available to assist faculty and students in locating information and completing research projects. The collection currently is over 48,000 volumes. In addition, 225 periodical/journal subscriptions are available for research. DRA, Online Public Access Catalog stations now provide holdings' information for this collection. In addition, three study rooms have been set aside for *group* study. A quiet study room for those who want privacy and silence is also available.

The resources of the library also include audio and video tapes, microfilm, maps, newspapers and duplicating services. The library has the Annenberg

Tape collection (294 tapes) from the CPB Project of the PBS educational series. In addition, over 100 tapes have been added to the collection in the areas of art, social studies, and science. Other special services available include interlibrary loans for students, typewriters, and the College of the Desert Alumni Association Student Computer Lab. Application programs available in the lab are MS Word for PC's and MS Word for MacIntosh. Ebscohost (full text periodical database), Facts.com, Scientific American Archive, and Britannica online are also available in the Alumni Student Computer Lab, in addition to the Internet. Only currently enrolled COD students have access to the computer lab.

LIBRARY FINES

Overdue items will be fined 25 cents per day per item. The fee for a lost or severely damaged book is the current market value of the book as determined by the Coordinator of Library Services (from *Books in Print*), plus a \$25 processing fee. Lost periodicals will be charged the current cover price. Unpaid fees will result in a hold on the student's records. Borrowers that prove consistently irresponsible will have borrowing privileges revoked.

MESA

THE MATH, ENGINEERING, AND SCIENCE ACHIEVEMENT PROGRAM

MESA is a College program designed to give support to students planning to transfer to a four-year college or university as a mathematics, computer science, engineering or science major. MESA provides academic support through tutoring and Academic Excellence Workshops; assistance in transferring to four year universities and colleges; the MESA Student Study Center; orientation courses; career advising; job information; and MESA activities such as field trips to universities/industry sites and selected events. The program is centered in Carol Meier Hall, Room 2. For additional information, please call (760) 776-7455.

AUXILIARY ORGANIZATIONS

ALUMNI ASSOCIATION

College of the Desert Alumni Association was chartered in 1983. The mission goals of the Association are to provide information regarding the College to the communities of the College District. The Association provides activities wherein alumni, students, staff and members of the community can participate. The Association provides recognition of former students, graduates, community leaders, faculty and staff through the annual Hall of Fame dinner.

Annually, the Alumni provides \$75,000 in scholarships, which are awarded to college, high school and middle school students. Also, on a yearly basis, the Association funds \$75,000 for college students in the College Work Study Program. The Alumni Association also funds the entire Supplemental Education Opportunity Grant (SEOG) Program for students in difficult financial need. This past year, matching funds from the federal government resulted in \$158,000 in SEOG financial aid.

The Alumni Scholarship Endowment Fund now totals in excess of \$1,000,000.00. The Alumni Academic Enrichment Endowment Fund has been completed. The Alumni Association operates the popular, year round, College of the Desert Street Fair. Membership is open to alumni, students, staff, and the community.

COLLEGE OF THE DESERT FOUNDATION

The College of the Desert Foundation is a nonprofit organization whose primary purpose is to provide financial support from the private sector to help underwrite those programs and facilities at the College which cannot be funded through public sources. The Foundation Board and committees are composed of community leaders who volunteer to work with college staff to support specific needs, present and future, of the College's Palm Desert Campus.

Donations to the College of the Desert Foundation can be of any size and may be designated to a particular department or project. Membership opportunities range from \$50 to \$1,000 annually. Estate planning assistance is available for wills, bequests, and charitable trusts.

COLLEGE OF THE DESERT FOUNDATION AUXILIARY

Members serve as goodwill ambassadors and organize special events for the College. Membership dues have been set at \$35 per year or \$350 for a life membership. The Foundation Auxiliary annually provides financial support to a wide variety of College programs.

PRESIDENT'S CIRCLE

The primary purpose of the President's Circle is to support excellence in education and to encourage greater individual involvement with the College.

The Circle is composed of concerned citizens who make an annual contribution of \$1,000 or more to the Foundation. A onetime gift of \$10,000 or more entitles a donor to lifetime membership. For more information call (760) 773-2561.

SUPPORT GROUPS

The College encourages the formation of support groups for any academic program or service. Organizations such as the Friends of the Library have provided much needed financial and equipment resources to strengthen library operations. Staff of the College Foundation can assist in the formation of support groups for any academic program or service. For information and guidelines call 773-2568.

FRIENDS OF THE LIBRARY

The Friends of the Library is a dedicated group that support the College's Palm Desert Campus library not only by augmenting the book collection, but also assisting in supplying new technologies. The Desert Collection Bibliography, focusing on the uniqueness of the region, is regularly updated by the Friends with new and rare books.



the annual Friends of the Library book sale.

COLLEGE POLICIES

AFFIRMATIVE ACTION/STAFF DIVERSITY, EQUAL OPPORTUNITY, TITLE IX

The Desert Community College District recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, and harmony and creativity, while providing suitable role models for all students. To this end, the District is committed to the concepts and principles of Staff Diversity and Affirmative Action by providing equal opportunity in education and employment for all persons and by prohibiting discrimination based on race, sex, color, religion, age (over 40), national origin, disability, marital status, Vietnam era veteran status, sexual orientation and ancestry, and by prohibiting harassment. This commitment applies to every aspect of education and personnel policies and practices in employment, development, advancement and treatment of employees, students and the general public.

The District believes that in order to effectively address and comply with federal and state mandates and guidelines on affirmative action, the Board of Trustees, administration, faculty and classified staff must recognize that affirmative action is a shared responsibility and must be held accountable for application and enforcement of the policy within their area of authority. It is through such combined efforts that the Desert Community College District will achieve fairness and equity.

The District will continue vigorous Affirmative Action efforts to ensure that the recruitment, screening, selection, hiring and promotional processes are in accordance with the principles of equal opportunity and staff diversity.

The Desert Community College District is further committed to nondiscrimination in providing equal opportunity for admissions, student financing, student-support facilities and activities, and employment regardless of race, religion, gender, age, disability, or national origin.

The designated coordinator for compliance with Anti-Harassment, Affirmative Action/Staff Diversity, Equal Opportunity, Title IX and the Americans with Disabilities Act is Jacquelyn Weiss, Director of Personnel. Her office is located in the Modular Building south of the Bookstore. She can also be reached at (760)773-2529.

ACCION AFIRMATIVA /
DIVERSIDAD DE PERSONAL,
IGUALIDAD DE OPORTUNIDAD,
TITULO IX

En el "Desert Community College District" (DCCD) reconocemos que la diversidad en el ambiente academico promueve la interacción cultural, entendimiento, respeto, armonía y creatividad y a la vez ofrece modelos ejemplares para los estudiantes. Para lograr este objetivo, en este distrito nos hemos comprometido a implementar las reglas y pólizas de "acción afirmativa" al proveer las mismas oportunidades a todas las personas y prohibir la discriminación basada en la raza, sexo, color, religión, edad, (mas de 40), origen nacional, incapacidad, estado civil, veterano de la guerra de vietnam, orientación sexual, descendencia y prohíbe el hostigamiento. Este compromiso envuelve todas las facetas de las reglas y pólizas para el empleo, desarrollo, promoción y el trato de los empleados, estudiantes y el público en general.

En este distrito creemos que para cumplir con las reglas federales y estatales de "acción afirmativa," la mesa directiva, la administración, el cuerpo docente y el personal deben reconocer que la "acción afirmativa" es responsabilidad de todos, y cada cual es responsable de implementarla en su respectiva area. Con los esfuerzos de todos, el DCCD impartirá justicia e igualdad.

Continuaremos nuestros esfuerzos para asegurarnos que los procesos de enlistamiento, selección, contratos y promociones cumplan con las reglas de igualdad en oportunidades y diversidad del personal.

En el DCCD tambien nos comprometemos a no discriminar en el proceso de admisiones, financiamiento de estudios, actividades para estudiantes y empleo, sin importar la raza, religión, género, edad, incapacidad u origen nacional.

/La coodinadora del programa de anti-hostigamiento, acción afirmativa / diversidad de personal, igualdad de oportunidad, Titulo IX y la acta de americanos con incapacidades es Jacquelyn Weiss, directora de personal y representante de acción afirmativa. Su oficina se encuentra en el edificio al sur de la libreria. Tambien se le puede llamar al (760) 773-2529.

DRUG-FREE WORKPLACE
AND CAMPUS

The Desert Community College District intends to maintain a safe, healthful and productive work and learning environment for all employees and students. To accomplish this, the District will act to eliminate any drug abuse, which increases the potential for accidents, absenteeism, low academic and work performance, poor employee and student morale and damage to the District's reputation. The manufacture, distribution, dispensation, possession, or use of an illegal drug or the unlawful possession, use or distribution of alcohol is prohibited in all buildings, property, facilities, service areas, off-campus sites of the District, or in any location where any District activity is occurring.

The District shall discipline a student, up to and including expulsion, for the unlawful manufacture, distribution, dispensation, or possession of controlled substances on the District's property or as part of any of its activities.

Students who think they may have an alcohol or drug usage problem are urged to voluntarily seek confidential assistance for the Employee Assistance Program (eligible employees), Student Health Services and/or Counseling Services. While the District will be supportive of those who seek help voluntarily, the District will be equally firm in identifying and disciplining those employees/students who continue to be substance abusers and do not seek help or continue to abuse drugs or alcohol after treatment or counseling.

Materials and information on counseling, treatment and rehabilitation resources, health risks, Federal trafficking penalties, and uses and effects of controlled substances, are available in Counseling, the Student Health Center and the Library.

PERSONS WITH DISABILITIES

The Desert Community College District will ensure that applicants, employees and students with disabilities receive reasonable accommodations consistent with the requirements of the Americans with Disabilities Act, Government Code Sections 11135, et seq., and Section 504 of the Rehabilitation Act of 1973. Anyone with a physical or mental impairment substantially limiting one or more major life activities; has a record of such impairment; or is regarded as having such impairment; is considered a person with a disability. Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

The coordinator at College of the Desert for compliance with Section 504 of the Rehabilitation Act of 1973 for students is Michael O'Neill. His office is located in the Administration Building, Room AD-3, and he may be contacted by telephone at (760)773-2535.

CAMPUS SEXUAL ASSAULT

The Desert Community College District, to the fullest extent possible, ensures that students, faculty and staff who are victims of sexual assault committed on or upon the grounds or facilities maintained by the District, shall receive treatment and information to deal with the assault. If on-campus treatment facilities are unavailable, the written procedures may provide for referrals to local treatment centers. Sexual assault includes, but is not limited to rape, sodomy, oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

The District recognizes that one of the most important ways to assist students, faculty and staff who are victims of sexual assault is to help them regain a sense of control over their lives. It is not the function of any district service provider to urge a particular course of action upon the victim of a sexual assault, nor to make any factual determinations as to the events which occurred. Instead, the duties of the service provider are to make the victim aware of the options and alternatives available, to aid the victim in making an informed decision as to a course of action, and to enable the victim to follow through in that decision. The provider

will not take any action based upon a subjective evaluation as to the merit of any charges made, nor will the provider attempt to convince the victim that any course of action is preferable to another.

Applicable state and federal provisions will be applied in maintaining confidentiality in the handling of all sexual assault cases. Individual rights to privacy in these matters will dictate District policy practice and procedure.

The District Sexual Assault Liaison (SAL) is designated as a central referral source for information relating to the rights, options, and services available to a sexual assault victim. The sexual liaison has been designated as the Staff Diversity/Affirmative Action Officer and Director of Personnel, Jacquelyn Weiss.

ANTI-HARASSMENT

The Desert Community College District is committed to providing an academic and work environment free of unlawful harassment. This Policy defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any faculty member, staff member or student within the community college district.

Harassment based on any of the following statuses is prohibited and will not be tolerated: race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

Sexual harassment violates state and federal laws, as well as this Policy, and will not be tolerated. It is also illegal to retaliate against any individual for filing a complaint of sexual harassment or for participating in a sexual harassment investigation, and retaliation constitutes a violation of this Policy.

This Policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this Policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.



Faculty and staff members who violate this Policy may be subject to disciplinary action up to and including termination. Students who violate this Policy may be subject to disciplinary measures up to and including expulsion.

Definition:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when (1) submission to the conduct is made a term or condition of an individual's employment, academic status, or progress; (2) submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual; (3) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or (4) submission to, or rejection of, the conduct by the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

Any employee or student who alleges that he/she has personally suffered sexual harassment, or one who has learned of such harassment in his or her official capacity, should report the facts of the incident(s) within one year of the alleged harassment or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of sexual harassment.

Specific rules and procedures for reporting of sexual harassment and for pursuing available remedies are available in the Offices of the Staff Diversity/Affirmative Action Officer; Director of Personnel and Dean of Students. In addition, all complaints filed with the Superior Court, State of California Department of Fair Employment and Housing, and Equal Employment Opportunity Commission shall be investigated by the Director of Personnel. All complaints filed within the District or with the California Community College Chancellor's Office shall be investigated by the Staff Diversity/Affirmative Action Officer or designee.

ADMISSION

HIGH SCHOOL GRADUATES

Students who have high school diplomas as recognized by the State of California are eligible for admission to the College and enrollment in any course for which they meet qualifications. Certain two-year curricula have special admission requirements. Students who successfully complete the California High School Proficiency Examination or GED also are eligible. Proof may be required.

NON-GRADUATES OF HIGH SCHOOL

Non-graduates, eighteen years of age or older, who can profit from instruction and are no longer enrolled in high school, are eligible for admission. For those who are interested, the Developmental Education program provides an alternative way to complete high school graduation requirements. Contact should be made with the Division of Developmental Education, located on the second floor of the Hilb Student Center.

DISQUALIFIED TRANSFER STUDENTS

Students who have been disqualified at other institutions of higher education are not eligible for admission to College of the Desert until at least one semester has elapsed following the semester in which disqualification took place.

PROBATIONARY TRANSFER STUDENTS

Applicants whose scholastic achievement at another college represents less than a "C" average may be admitted for a restricted academic program. Satisfactory performance in this work may allow admission to subsequent semesters. Admission on probation is a privilege granted, not a right of the applicant.

SPECIAL PART-TIME STUDENTS

Special admission may be considered for students in grades K-12 who excel in academic areas and are seeking advanced education that is not available in the elementary and secondary schools. Admission for vocational courses also may be granted. These options are not provided to enable students to decrease the amount of time to graduate from high school, to provide an alternative for those who have been suspended, or to substitute for home study course work. Specific application procedures must be followed. Instructions and forms may be obtained from the COD Admissions and Records Office or the high school office.

Students seeking Special Part-time Student Admission must have the approval of the school they attend and have the consent of their parents.

Such students must have availed themselves of all opportunities to enroll in an equivalent course(s) at their school of attendance. Admission is limited to no more than five percent of students who have completed a particular grade level at each school immediately prior to a summer session.

Special part-time students are to receive credit for course work completed in the same manner as regularly enrolled students. Such students are subject to tuition and fees and are not eligible for financial aid, with the exception of the Board of Governors Waiver, forms A or B.

SPECIAL FULL-TIME STUDENTS

Public school students who can benefit from advanced scholastic or vocational study may be admitted to College of the Desert. Special full-time students must fulfill admission procedures as prescribed for matriculated students. Admission is to be based upon students' readiness for advanced scholastic or vocational study. The college reserves the authority to validate students' readiness.

Students seeking special full-time student admission must have the approval of the governing board of the school district in which they are enrolled and the consent of their parents. In cases where students are not enrolled in public school, the parents or legal guardians are to petition directly to the college for admission.

Special full-time students are to receive credit for course work completed in the same manner as regularly enrolled students. Such students are subject to tuition and fees.

INTERNATIONAL STUDENTS

College of the Desert believes that our international students add to the multiculturalism and diversity of our campus. International students who have English language and mathematics skills are encouraged to seek admission. The application deadline for Fall admission is July 15 and the deadline for Spring admission is December 15.

In order to be considered for admission, international students must submit a TOEFL score of 400 (on the paper-based test) or 97 (on the computer-based test). Students with TOEFL scores between 400-450/97-133 should expect to take ESL (English as a Second Language) courses during their first semester at COD. Students with TOEFL scores of 450/133 or higher will be able to take academic courses as determined by college assessment tests.

College of the Desert also provides intensive English training at the Intensive English Academy (IEA). The IEA consists of 20 hours per week of instruction in reading, writing, grammar, listening and conversation. The IEA course offers both a 16 week and an 8 week session. Students will receive English language instruction that will prepare them for the TOEFL test. The IEA offers courses from beginning to advanced levels.

International students must complete the International Student Application packet in order to apply to both the College of the Desert and the Intensive English Academy. In addition, proof of adequate financial funding for studies at COD and verification of academic achievement equivalent to American high school graduation must be provided. Proof of high school/

secondary school graduation must be submitted as an official English translation. International students must maintain health insurance throughout their studies at COD. This can be purchased through the College or students may use their own carrier. International students are required to enroll for a minimum of 12 units each semester and must pay foreign student enrollment fees.

COD has an International Student Program Office whose staff are committed to assisting international students during their studies at the College. Although there are no dormitories on campus, this office has a housing coordinator who can assist students with finding host families or apartments.

More information on our programs, or an application can be obtained by contacting our office at: International Student Office, 43-500 Monterey Avenue, Palm Desert, California, 92260; by email: cdelgado@dccd.cc.ca.us; by telephone: (760) 776-7205; or by fax: (760) 776-0157.

TRANSCRIPTS

All students must arrange to have official transcripts of academic records sent to the Admissions and Records Office. A high school senior should have the transcript sent after graduation. Transcripts must be mailed directly from the institution in which the student was enrolled and cannot be considered official unless they arrive in Admissions and Records unopened.

Admission to designated instructional programs, as identified by the college, is conditional until complete official transcripts have been received from institutions attended previously.

All applicants may be required to demonstrate by means of examinations that they are qualified to undertake work at college level.

ASSESSMENT TESTING

The purpose of assessment testing is to help students identify their readiness to perform college level academic study and to help them succeed in their programs of study. Assessment testing for placement in reading, writing and mathematics courses is expected of all students who:



1. Plan to complete an associate degree or certificate of achievement, and/or plan to transfer to a four-year college/university.
2. Plan to enroll in reading, writing and/or mathematics courses.
3. Plan to enroll in a course which has a reading, writing and/or mathematics prerequisite.

Students who have completed required competency courses with grades of C or higher at another accredited college/university are exempt from this requirement, providing official transcripts showing such completion are on file at College of the Desert.

The assessment test consists of three parts: reading, writing, and mathematics. Results are provided to the student. Test results, combined with a student's educational record, educational goals, maturity, etc., are used to place students in appropriate levels of reading, writing and mathematics classes.

Students found to have reading, writing and/or mathematics deficiencies are expected to begin taking courses to correct those deficiencies in their first semester of enrollment.

As College of the Desert offers an assessment program which uses microcomputers, it is available for students to take year-round except for holidays and weekends. Assessment is located in the Academic Skills Center, Building E.

There is a \$5.00 fee to repeat the assessment test.

REGISTRATION

Registration at COD is completed via touch-tone telephone enabling students to register initially and make changes to their schedules from their home, office, or anywhere they have access to a touch-tone telephone. Registration policies and procedures are presented in the class schedule.

SCHEDULE OF CLASSES

The Schedule of Classes is the official list of courses offered each semester. The College reserves the right to make additions or deletions to the list of course offerings during the year or to cancel those classes in which enrollment is insufficient.

Every class offered, unless otherwise stated in the official catalog and schedule of classes, shall be fully open to enrollment and participation by any person who meets the academic prerequisites and/or corequisites of such class (subject to maximum enrollments) and who is otherwise eligible for admission to and enrollment in the College.

CHANGE OF PROGRAM AND WITHDRAWALS

A change of program includes the following: dropping a class, adding a class, adding or reducing units to a class for which the student is already registered, or changing sections of the same course.

Students are expected to plan their schedule carefully with the aid and approval of the advisor and endeavor to maintain it throughout the semester. The student must attend all classes in which originally enrolled until the requested change is officially authorized.

Students are held accountable for every course for which they have registered and are responsible for filing all program changes and withdrawals via the telephone registration system or notification to the Admissions and Records Office. Otherwise, the student may receive a grade of "F" for all courses.

FEES - POLICIES AND PROCEDURES

FEES

1. Enrollment Fees for Resident Students: Fees are listed in the Schedule of Classes for each semester or intersession.
2. Tuition Fee for Out-of-State Residents: A tuition fee, based on the average cost of instruction which is payable at time of registration, is charged to all students who have not been legal residents of California for one full year. See Schedule of Classes for the current fee. Active military personnel and their dependents, regardless of residence, are exempt from out-of-state fees for their initial year of stay in California. Questions relating to the establishment of California residence should be directed to the Admissions and Records Office.
3. Tuition Fee for Foreign Students: In addition to the nonresident fee computed as specified above, foreign students will be charged an amount not to exceed the amount that was expended by the District for capital outlay in the preceding year, divided by the total full-time equivalent students. See Schedule of Classes for the current fee.
4. Health Service Fee: Assembly Bill No. 2236, passed by the California State Legislature, and under authority of Section #72246-72244 of the education code, authorizes College of the Desert to charge a health service fee for the operation of a Student Health Center. Exempted students include:
 - a. All active duty military personnel attending classes on a military base and their dependents.
 - b. All BOG Waivers (A, B, and C).
 - c. Apprentice students.
 - d. All students who depend exclusively on prayer for healing in accordance with a bonafide religious sect.
5. Student Center Fee: Approved by student vote in accordance with section #79121 of the education code for the purpose of refinancing, constructing, enlarging, remodeling, refurbishing, and operating a student center.
6. Student Representation Fee: Approved by student vote, this fee is to support student government representatives who may be stating their positions and viewpoints before city, county, and district government, and before offices and agencies of the state and federal government. Students may refuse to pay for religious, political, financial or moral reasons in writing to the Admissions and Records Office at the time of initial payment of fees.
7. Insurance - International Students: College Policy #5102 requires each international student enrolled at the college to secure and maintain at their own expense, an accident and illness insurance coverage as established by College of the Desert.
8. Parking Fee: A fee is charged to students for parking permits. A valid permit must be displayed to park on campus. There is a charge for replacement of parking permits. Penalties are assessed for violation of parking regulations.
9. Health Occupations Programs: College Policy #5101 requires each student enrolled in Health Occupation programs which require patient contact for the development of specific skills to secure insurance coverage against liability for malpractice.
10. Student ID Card: An optional student identification (ID) card fee is assessed students who wish to purchase a picture ID. In addition to allowing easy access to campus facilities, the ID card enables students to qualify for discounts on and off campus.

ACCIDENT INSURANCE

The Health Fee entitles students to accident insurance. This policy covers accidents on campus or campus related activities only. Athletes engaged in the interscholastic sports have separate coverage.

MEDICAL INSURANCE

Students may voluntarily purchase supplementary health insurance to cover sickness and hospitalization at minimum costs. This insurance is required for all foreign students each semester.

REFUND POLICY

Requests for refunds are accepted at the Admissions and Records Office until the deadline indicated in the class schedule. Refunds can be authorized only after a refund application is submitted within the prescribed time limits. Applications for refunds are available at the Admissions and Records counter in Building C. Refunds must be requested; they are not issued automatically.

When the College cancels a class, refunds will be issued upon request from the student. The request must be filed during the semester for which the class was cancelled. When the College makes a time change in a class which prevents the student from attending, the student must drop the course and apply for a refund. Deadline dates for dropping courses and submitting refund applications as stated in the Class Schedule must be met.

Refunds totaling \$53.00 or less may be obtained in person in the Admissions and Records Office. Refunds exceeding \$53.00 are mailed to the student approximately four to six weeks after the request is submitted.

LIMITATIONS ON FEE REFUNDS

Enrollment, Student Center, and Student Representation Fees are refundable if class is dropped on or before the "last day to drop and be eligible for a refund." See Academic Calendars for deadline dates. Contact the Admissions and Records Office for deadlines attached to short-term classes.

The **student health fee** is refundable if classes are dropped on or before "last day to drop and be eligible for a refund" if the student completely withdraws from school. It is not refundable for a reduction of program.

The **parking fee** is refundable if classes are dropped on or before "last day to drop and be eligible for a refund," if the student completely withdraws from school. It is not refundable for a reduction of program. The parking sticker must accompany the request for refund.

Nonresidents and foreign student tuition fees are refundable for a reduction of program *or* for a complete withdrawal. See Academic Calendars for deadline to drop and be eligible to receive a refund, and deadline to request a refund.

RETURNED CHECKS

BUSINESS SERVICES OFFICE

A service charge of twenty-five dollars (\$25.00) will be assessed for any check returned to the College of the Desert by a bank. Students who have a returned check will be notified by the Business Office. A hold will be placed on the students' records preventing any registration activity (including registration for subsequent terms), having transcripts sent, verification of enrollment or other transactions. The hold will remain until the financial obligation is met. Students who have two or more checks returned by their bank will be placed on "cash-only" status and required to make all future payments in cash.

COLLEGE BOOKSTORE

A service charge of twenty-five dollars (\$25.00) will be assessed for any check returned to the College Bookstore by a bank. Check-cashing privileges will be revoked for students who have more than one check returned by their bank.

RESIDENCY REQUIREMENTS

Applicants who are not U.S. citizens, or who are citizens but have resided in California for less than two years, should bring proof of residency status with them when they submit their application for admission. **Noncitizens must show proof of immigration status.** Students must apply well in advance of the start of the term in order to ensure their residency status will be determined in time to register.

To be eligible to establish residency for the purpose of attending a California community college, applicants must be citizens of the United States or legal aliens with an immigration status which allows them to establish domicile according to the laws of California. The regulations regarding alien students are extensive and cannot be reprinted here. Contact the Admissions and Records Office for information regarding domicile requirements, documentation required and eligible immigration status.

Applicants must have had continuous presence in the State of California and have manifested intent to make California their place of permanent residence a

minimum of 12 months before the start of the semester for which they are applying. Applicants may not have two places of permanent residence.

Students eligible to establish residency who have lived in California for less than 2 years must clearly demonstrate the following:

- Intent to make California their permanent residence at least one year before the start of the semester.
- Physical presence in California for at least one year immediately before the start of the semester.
- Financial independence from anyone who is not a California resident. Several requirements must be met in this area.

Actions which are consistent with the intent to make California the place of permanent residence include, but are not limited to, the following:

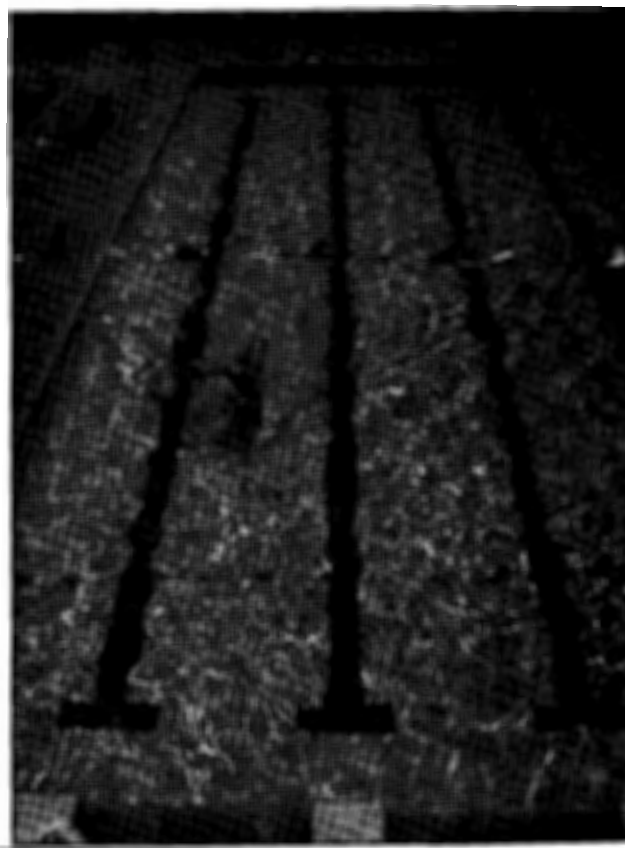
- Obtaining a California Driver's License (or California I.D. card if no license is held in any state)
- Registering in California all vehicles owned
- Registering to vote in the State of California
- Assuming permanent employment
- Opening an account with a California bank
- Having children in a California public school
- Filing suit in a California court
- Petitioning for divorce in a California court
- Filing taxes as a California resident

The actions listed in the preceding paragraph must have taken place at least one year before the start of the semester for which the student is applying.

Section 68062A of the California Education Code states that a person may have only one principal place of residence. Vehicle Code Sections 12502 and 12505 require that a resident obtain a California driver's license within 10 days from the date residence is established. Maintaining an out-of-state license is considered inconsistent with the intent to make California a place of permanent residence.

In the event that an applicant's residency is in question, it is the responsibility of the applicant to present clear proof of residency. The burden of proof is on the student.

Applicants who are classified as nonresidents are welcome to enroll at College of the Desert, however,



*Cool Off and Work Out!
Student swims laps in one of the sparkling pools in COD's Garrow Aquatic Center.*

they will be subject to nonresident tuition fees in effect at the time of registration. Questions regarding residency should be directed to the Admissions and Records Office.

ERROR OR FALSIFICATION IN CLASSIFICATION

A non-resident student who has been determined to be a resident in error, or because of falsification of information submitted by or for him, may be excluded from classes. Such notification may be given at any time.

A student excluded because of falsification shall not be readmitted during the semester or session from which he was excluded. He shall not be admitted to any following semester or session until all previously incurred tuition obligations are paid.

COMMITTED TO SERVICE

To satisfy the educational needs of all the people within the College District, College of the Desert provides an "open door," admitting anyone 18 years of age or older who can profit from instruction and is no longer enrolled in high school. The resulting diverse student body encompasses a wide range in abilities, backgrounds, ages, economic status, and ethnic groups.

To serve the educational and personal needs of a diverse population there must be a commitment to the concept that educational institutions exist for the purpose of assisting the individual student in the learning process. All programs, services, and facilities are directed toward the development of the student.

Student Services performs an essential and vital function of the overall educational program. One of the most important responsibilities of a comprehensive student services program is to provide every possible aid to each student.

ADMISSIONS & REGORDS

Located in Building C, the Admissions and Records Office identifies and accepts all qualified students for enrollment in College of the Desert. Admissions services also provides record-keeping to safeguard students' academic and personal records.

COUNSELING CENTER

Students seek counseling each year for a variety of reasons. In general, they come to the Counseling Center for reasons of personal growth or decision making. Students come for help in such areas as making vocational choices, dealing with study problems, developing social and interpersonal skills, growing in greater self-understanding and solving personal problems. Emphasis is placed upon assisting students to grow and accept responsibility for their actions.

Counseling services are a fundamental and integral part of the total educational process. Recognizing that each student who comes to the community college is unique, counseling faculty believe their primary responsibility is to respect students' individuality, encourage development, and foster a climate in which individual students attain academic success.

Individual growth is characterized by a kind of strength and independence which enables the student to become considerate of others and concerned about understanding the nature of appropriate involvement as an active and responsible individual in our society.

The overall purpose of the Counseling Center is to promote personal, educational, and professional growth of individuals within society and within the College community. The services provided to students include:

1. New student orientation
2. Personal counseling
3. Transfer information
4. Career assessment
5. Special services for disadvantaged students
6. Consultation and counseling for students with disabilities
7. Veterans' services
8. Crisis intervention

MATRICULATION PROGRAM

The purpose of the matriculation process at College of the Desert is to bring the College and student who enrolls for credit courses into an agreement for the purpose of realizing the student's educational goal through the College's established programs, policies, and requirements. The matriculation program promotes student retention and success through early admissions, assessment, orientation, counseling/advisement, basic skills instruction (when needed), and follow-up on student progress.

If you have a question regarding these services or your status, please contact a counselor at your campus.

NEW STUDENT ORIENTATION

Prior to the beginning of the Fall and Spring semesters, new student orientations are held for new students. Matriculating students entering with basic skills and/or scholastic deficiencies are to participate in orientation activities during their first semester of attendance. These activities include study skills instruction, student success assessment, career assessment and student survival skills. The orientation program is designed to assist students to:

1. Receive assistance in deciding which courses to take in order to achieve their educational objectives.
2. Meet advisors, counselors, and program directors.
3. Understand information regarding the college catalog, courses, certificates, Associate of Arts and Associate of Science degrees, and transfer requirements.
4. Become aware of the Counseling Center's services and other programs on campus.
5. Recognize the difficulties that may be encountered during the initial weeks of college.
6. Understand the role of the community college.

TRANSFER CENTER

In addition to meeting with their faculty advisors, students should begin researching transfer options early in their academic career. The Transfer Center houses a college catalog collection, reference library, articulation agreements and other resource materials to help students experience the smoothest possible transition to four-year colleges and universities.

ADVISING PROGRAM

Advising is a student's right at the college and is available for all matriculating students. New students attending orientation receive advisement help there or are referred to their faculty advisors. Students without a selected major will be advised by counselors until they have selected and declared a major. After deciding on a major, students confer with their faculty advisor.

Advisors work with students to plan realistic programs, assist students with college expectations and provide information on available services.

CAREER CENTER

The Career Center is available to all students for a variety of services including career assessment and decision making, current career information with computer printouts of job outlook, training and educational opportunities, and individual as well as group career counseling. Job placement services are available to all students through the Internet or the job development specialist. The Career Center in Palm Desert is located in the Administration Building. Students are encouraged to use the Center on a drop-in basis or by appointment.

DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

Students with disabilities at College of the Desert participate in the same activities and courses as any student. Special services are offered to provide a more equitable classroom experience and to help successfully integrate the student into college life. Such services include: priority registration, tutoring, interpreters, note-takers, specialized counseling, and special equipment to those who qualify.

Special instruction is available to qualified students. Participation is voluntary. Interested students must apply for special instruction programs. Special instructional programs include: Learning Disabled; Acquired Brain Injured; Computer Access/High Tech programs, Work Ability III, and Individualized Instructional Support Lab. A varied program of Physical Activities is offered as well.

The State Department of Rehabilitation also offers services to aid students who have physical, emotional, or other disabilities which handicap them in obtaining employment. All interested individuals are urged to contact the Learning Disabilities Specialist, the Counselor, or the Coordinator of Disabled Students, Programs and Services for further information: (760) 773-2534; TDD (760) 773-2598.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

The Extended Opportunity Program and Services is a state-funded program which provides students who are educationally and financially disadvantaged the opportunity to attend college. The following services are provided through the EOPS Program:

1. The EOPS Program recruits disadvantaged students from local high schools and the community and strives to provide these students with a Fall Orientation Program to help them prepare for the community college. Priority registration is provided for students.
2. Students admitted into the program are provided with EOPS Grants in order that these students meet their financial obligations on campus. Two specific grants are provided. Book grants are utilized to purchase the students' required textbooks and the EOPS Grant is provided so that the EOPS student may pay for other college-related costs.
3. Application fee waivers for Cal State and UC are available, as well as EOPS applications to Cal State.
4. Academic, career, transfer, personal, and financial aid counseling are provided to each student.
5. An individual student educational plan, enabling each student to formulate his/her program requirements, is provided.
6. The EOPS Office coordinates visits to four-year colleges and makes available EOPS transfer information and applications.
7. The C.A.R.E. (Cooperative Agencies Resources for Education) Program initiated during the Fall 1980 semester encourages single parents on public assistance to enroll at College of the Desert and provides counseling, academic advising, financial aid and child care assistance.

Contact (760) 773-2537 for additional EOPS information, or (760) 773-2539 for more about the C.A.R.E. program.

FINANCIAL AID

The College of the Desert provides financial assistance in the form of grants, scholarships, loans, and part-time employment for students who meet specific financial aid program eligibility requirements. If you believe that you and your family will not be able to pay for all of your educational costs, you are encouraged to apply for financial aid.

HOW TO APPLY

To be considered for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is available beginning in December of each year from high school counselors or college financial aid offices. It should be completed and mailed to the processing service listed on the form as soon as possible *after* January 1st for the next academic year. Complete instructions are included.

If you prefer, you instead may apply for financial aid over the Internet at www.fafsa.ed.gov beginning on January 1st of each year. Applying over the Internet is faster and helps the student to submit more accurate information than on a paper application.

If you have not previously received a bachelor's degree, you must complete the FAFSA process before you can be considered for other financial aid. All financial aid applicants who are California residents should also apply for a Cal Grant from the California Student Aid Commission. The application postmark deadline for consideration for these awards is posted in the Financial Aid Office.

After analyzing the information on your FAFSA, the processing service will send you a Student Aid Report (SAR). When you receive the SAR please bring it to the Financial Aid Office to determine what other forms you will need to complete. Other required documents may include copies of federal income tax returns and/or verification of untaxed income and other information reported on the FAFSA.

The Financial Aid Office will accept SARs on a rolling basis and will make on-campus awards as long as funds are available. If you apply as early as possible, you improve your chances of receiving financial aid from all programs for which you are eligible.

REPAYMENT OF FUNDS

In accordance with federal law, students who receive federal financial aid and withdraw from all of their classes on or before the 60 percent mark of the semester will be required to repay any unearned grant and/or loan funds they have received. The amount will be calculated by the College using the formula specified by law. All money received in the form of Pell and Supplemental Educational Opportunity Grants and/or Stafford and PLUS loans will be subject to repayment requirements.

FINANCIAL AID PROGRAMS

Students who are eligible for financial aid at College of the Desert may receive any of the following:

Pell Grants - Federal grants that provide the foundation for the financial aid "package" to which other aid may be added based upon the total amount a student is eligible to receive.

Cal Grants B & C - State-funded grants awarded by the California Student Aid Commission to California residents who may apply for and qualify on the basis of merit, financial need or vocational objective.

Board of Governors Waiver Program (BOGW) - State waiver program designed to offset the cost of the enrollment fee for eligible students who qualify based on the receipt of financial aid, public assistance or who meet specific income standards.

Cooperative Agencies Resources for Education (CARE) - State-funded program to encourage single parents on TANF/CalWORKS to enroll and may provide counseling, financial aid and child care assistance.

Extended Opportunity Program Grants and Services (EOPS) - Funded by the State of California, this program is restricted to low-income, educationally disadvantaged students and may include grants, book and counseling services.

Supplemental Educational Opportunity Grants (SEOG) - Federally funded grants awarded to a limited number of eligible students who can demonstrate exceptional financial need.

Scholarships - Scholarships are awarded on the basis of merit and academic promise, financial need, major, or other criteria as specified by the donors of each fund. The number and types of scholarship awards available, as well as the scholarship application procedures, vary. Additional information and applications can be obtained from the Financial Aid Office.

Federal Work-Study Program (FWS) - Federal program that enables eligible students to earn money to help pay their school expenses through part-time employment on the campus.

Short Term Emergency Book Loans - Available to students who have established eligibility for financial aid. Loans are available at the beginning of the semester for the purchase of books and are repaid by the Pell Grant, or other financial aid.

Stafford Loans (GSL) - Government-insured loans made by participating banks or other lending institutions to eligible needy students whose total financial aid eligibility cannot be met by other available aid programs.

Unsubsidized Stafford Loans - Available to students who do not demonstrate financial need.

SCHOLARSHIPS

A number of different scholarships are awarded each year to qualified students by the College of the Desert Scholarship Committee based upon academic merit and promise, major or vocational objective, activities or other skill or affiliation, and sometimes, financial need as specified by the various donors. Both continuing and transferring students are eligible for these awards which may range from \$100 to \$2,000 per academic year. Scholarship applicants must not yet have a bachelor's degree, must have completed 12 units at College of the Desert, must be citizens or permanent residents of the United States and must be enrolled on a full-time basis in order to be considered for the award.

Applications are available from the Financial Aid Office in January of each year and must be submitted along with two letters of recommendation to the Financial Aid Office no later than **March 2**. The following is a partial list of the scholarships, donors or funding that may be awarded by the Scholarship Committee on an annual basis. Each program (listing on following page) has specific eligibility criteria.

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- John Arthur Memorial Scholarship for Economics Majors
- Eugenie Bolz Family Foundation Scholarship Fund
- Robert and Mary Ellen Bronski Scholarship Fund
- Gayle Brumwell Perpetual Scholarship Fund
- Dr. Reynaldo J. Carreon Perpetual Endowment Scholarship Fund
- Shirley Clark Memorial Scholarship Fund
- Jerry Codekas Scholarship
- COD Alumni Association Scholarship Fund
- COD Faculty Womens Club Scholarship Fund
- CVMACC (Coachella Valley Mexican American Chamber of Commerce) Scholarship Fund with matching funds from the Dr. Reynaldo J. Carreon Endowment
- Thomas A. Davis Scholarship
- Evelyn Fox Memorial Scholarship Fund for Disabled Students
- College of the Desert French Club Scholarship
- Louis M. and Birdie Halper Foundation Scholarship
- Alfred and Viola Hart Award
- J. Neil Hastings Perpetual Scholarship Fund
- Bob Hope Desert Classic Scholarship Fund
- Joe Iantorno Scholarship for Education Majors
- Kathleen A. Little Memorial Scholarship
- Lawrence T. Little Memorial Scholarship
- Viola H. and Roy W. Mallery Art Scholarship
- Martvest Foundation Business Scholarship
- Jean Masters Scholarship Fund
- Roy And Velma McCall Scholarship
- Donna McLain Physical Education Scholarship for Disabled Students
- Pearl McManus Scholarship Fund
- Kim Miltenberger Memorial Scholarship
- Donald Mitchell Perpetual Scholarship
- Matteo Monica II Memorial Scholarship
- Olaf Nordland Memorial Scholarship
- Joyce Norton Memorial Art Scholarship
- Edward Rafferty Scholarship Fund
- Rancho Mirage Womens Club Scholarship Fund
- Myrne Shephard Memorial Scholarship
- Stephen W. Simonsen Memorial Scholarship
- Betty Lee Speakman/Tri Palm Womens Club Scholarship
- Helen K. Staley Scholarship Fund
- University Club of the Desert Scholarship Program
- Patricia Wilson Memorial Scholarship
- Womens Club of the Desert Scholarship Program

GOD FOUNDATION SCHOLARSHIPS

- Charles Burke Memorial Fund
- Reynaldo J. Carreon, M.D. Foundation
- Casillas Scholarship Fund
- Coeta's Closet Scholarship Fund
- Dumont Foundation
- Giuffre Scholarship
- Dorothy Grant Fund
- Hospitality Scholarship Fund
- William and Paula Kroonen Endowment for International Students
- Dr. Richard S. Lane Scholarship Fund
- McCarthy Childcare Scholarship Fund
- Edeltraud McCarthy Science/Engineering Scholarship Fund
- Herb Meinert Memorial
- Napa Auto Parts, Palm Desert
- Mimi Rudolph Scholarship Fund
- Semel Asthmatic
- Al Shoopman Memorial Fund
- Norman Sternlieb Fund
- Jackie Story Scholarship Fund
- Thomas Walts Scholarship Fund
- Weggenman Memorial

In addition to the scholarship programs listed, College of the Desert is fortunate to assist in the coordination and delivery of a number of outside or private scholarship awards from various civic groups, clubs and agencies. Potential donors or scholarship committee chairpersons are encouraged to contact the Financial Aid Office if assistance is needed in establishing or implementing a private scholarship program.

AUXILIARY FUNDS

Donald H. and Catherine Mitchell Perpetual Library Fund - Established in 1977, the earnings from the principal sum of \$13,000 are used for the support of the Donald Mitchell Library as determined by the Board of Trustees.

The Natt McDougall, Jr. Memorial "Under The Stars" Lectures - Established in April 1974, this contribution of \$20,000 is to be used in support of lectures engendering the knowledge of, and appreciation for, traditional American ideals and moral spiritual values. Donor: The Rosemary Dwyer Frey Trust.

HEALTH SERVICES

The Palm Desert campus maintains a Student Health Center with a professional nurse on duty daily to provide health education and consultation, first aid, and general health services. A physician is available on a referral basis four days a week. Appointments are scheduled through the Health Services office.

The Student Health Center on the Palm Desert Campus is located in the Hilb Student Center. Student insurance for sickness and accidents is available through the Health Services office.

VETERANS SERVICES

The Veterans Office was established to assist eligible veterans, dependents, and reservists in obtaining their VA educational benefits and achieving their educational goals. The Veterans Office provides information on veterans' benefits and services; assists applicants with completing applications and forms necessary for VA benefits; assists in resolving VA educational pay problems; and helps veterans with referral to other agencies and resources.

College of the Desert is approved by the Department of Veterans Affairs to certify for educational benefits veterans, dependents, and reservists who are working towards a Certificate or Associate in Arts or Associate in Science Degree under Chapter 30 (Montgomery G.I. Bill), Chapter 31 (Vocational Rehabilitation), Chapter 32 (Post-Vietnam Veterans Educational Assistance program), Chapter 35 (Veterans' Dependents), and Chapter 1606 (Selected Reserve).

The College is also approved by the California Department of Veterans Affairs for the attendance of veterans' dependents (Cal-Vet).

VETERANS PROGRAM COURSE REQUIREMENTS

1. Students receiving VA benefits are required by the Department of Veterans Affairs to maintain regular class attendance and satisfactory progress.

2. Veterans, dependents, and reservists must declare a major and are responsible for enrolling in classes required for their major. Failure to take proper classes can lead to reduction or termination of benefits.
3. Any student receiving VA educational benefits who has accumulated 30 or more units, must have an A.A./A.S. degree evaluation before they can be certified for benefits.
4. Students may receive benefits when repeating a course in which a grade of "F" or "NC" was received if the course is required or a prerequisite to a required course. In some instances, a grade of "D" may be repeated if it is noted that a grade of "C" or better is required. Notify the Veterans Office of any course you are planning to repeat.
5. Less than semester length courses are certified by the Veterans Office for the exact dates of the course only, and not for the entire semester. Check with the Veterans Office before registering for a course that does not begin on the first date of the semester and end on the last date of the semester.
6. The Veterans Office must report status changes as well as withdrawals immediately to the Department of Veterans Affairs. In order to avoid possible overpayment of benefits and subsequent billing from the Department of Veterans Affairs, it is imperative that students collecting benefits report all course changes, withdrawals, etc. immediately to the Admissions Office and the Veterans Office.
7. The unit load requirements for students receiving VA educational benefits are:

Full-time:	12 units
3/4-time:	9 to 11 units
1/2-time:	6 to 8 units
1/4-time:	3 to 5 units*
(*for Chapt. 32 and 1606 only)	

Summer Session and short-term semester courses are computed proportionately for payment purposes. Check with the Veterans Office for unit load requirements.

8. Additional information about VA benefits and program requirements may be obtained from the Veterans Office in the Administration Building.

STUDENT ORGANIZATIONS

College of the Desert offers a variety of campus clubs and organizations for every phase of campus life. They provide opportunities for students in social, service, curricular, and special interest programs. Students are encouraged to participate in campus organizations.

Each year new clubs are chartered as they are requested by the students. Every club is a part of ASCOD, which meets regularly to discuss activities, projects and problems pertaining to its members.

ASSOCIATED STUDENTS (ASCOD)

In keeping with the philosophy of College of the Desert, the responsibility for student government is placed with the students. Regularly enrolled students of the college are encouraged to be participating members of ASCOD.

College of the Desert supports an active ASCOD organization. One student from campus is elected each year to serve as Student Trustee and to represent the general student population at the regular meetings of the Board of Trustees. ASCOD has adopted a constitution incorporating rules and regulations which provide for a governing body that reflects the interests of the entire student population.

VARSITY SPORTS/ ATHLETICS

College of the Desert is a member of the Foothill Athletic Conference. The conference includes these colleges: Antelope Valley, Barstow, Cerro Coso, Chaffey, College of the Desert, Mt. San Jacinto, Rio Hondo, San Bernardino Valley and Victor Valley. There are also additional schools "hosted" in many of the conference sports.

At this time, the college participates in the following sports: for **men** - baseball, basketball, cross-country, football, golf, soccer, and tennis; for **women** - basketball, cross-country, golf, soccer, softball, tennis, and volleyball.



STUDENT RIGHTS AND RESPONSIBILITIES

Each student is individually responsible for meeting all college requirements and deadlines, as presented in this and any other announcements of the college or department in which he/she is enrolled. Class schedule information is considered as supplementary to the college catalog and is also an official statement of policy.

The College intends that every member of the campus community be afforded a work and study environment free of discrimination based on race, color, religion, national origin, sex, marital status, pregnancy, age, disability or veteran status. All persons are to be protected from abusive or harassing behavior.

STUDENT CONDUCT STANDARDS

When a student enters College of the Desert, it is taken for granted by the College authorities that an earnest purpose exists and that the student's conduct will demonstrate that assumption. If, however, the student's conduct is not appropriate, and the student should be guilty of one or more of the violations listed in the Student Conduct Standards and Procedures policy, then appropriate disciplinary action will be taken as listed in the policy.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred on by the college president.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to district property or to non-district property on campus, or at college sponsored or supervised functions.
6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, sexual orientation, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of college personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.

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13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of College facilities.
15. Lewd, indecent or obscene conduct or expression on college-owned or controlled property, or at college sponsored or supervised functions.
16. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful college regulations, or the substantial disruption of the orderly operation of the College.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

Students are guaranteed the rights of due process when charged with a violation of conduct standards. Copies of the Student Conduct Due Process Procedures are available in the office of the Dean of Student Services, Counseling Center, and ASCOD Office.

STUDENT GRIEVANCE POLICY

If a student has a reason to believe that he/she has been unfairly treated, and wishes to bring charges against a member of the academic community, the following procedures are followed with respect to the faculty and/or administrators.

I. CAUSE:

Within fifteen (15) school days from the time of the alleged grievance, any student who has reason to believe that he/she has been unfairly treated may initiate grievance procedures against the staff member in question.

II. PROCEDURES:

A. The student shall first discuss the matter with the staff member in question. If, however, the student cannot discuss the matter with the staff member, or if the student is not satisfied with the discussion, he/she may then:

B. Within five (5) school days after consulting or attempting to consult with the staff member, bring the matter to the attention of the staff member's division chairperson or immediate supervisor. This notification shall be in writing. The division chairperson or immediate supervisor will attempt to resolve the matter within five (5) school days. The division chairperson or immediate supervisor shall communicate a decision to the student and staff member. If, however, the student is not satisfied, he/she may then, within ten (10) school days:

C. Bring the matter to the attention of the Dean of Student Services, or designee, who shall, after conferring with the student, call either an informal or formal hearing according to the nature of the complaint, within ten (10) school days.

1. An informal hearing will be between the student and other appropriate school representatives. If the student is satisfied with the outcome of the informal hearing, the process could end.

2. A formal hearing will consist of the student, and if appropriate, his/her on-campus advocate, the accused and his/her on-campus advocate, the Dean of Students or designee, a division chairperson from the division of the accused, and four (4) neutral faculty members, two (2) selected by the student, and two (2) selected by the accused.

If the results of either the informal or the formal hearing are not satisfactory to the student:

D. Within ten (10) school days of receiving that (hearing) decision, the student desiring further appeal shall go to the college President who shall then render a decision within ten (10) school days.

E. Within ten (10) school days of receiving that (President's) decision, the student desiring further appeal would appeal to the Board of Trustees for a final decision to be made within thirty (30) school days.

F. The intent is to ensure that each and every step will take place as expeditiously as possible.

STUDENT PRIVACY RIGHTS AND ACCESS TO RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

RELEASE OF INFORMATION

The Desert Community College District (DCCD) does not release student record information without the written consent of the student, except as outlined on the following page under *Disclosure of Education Records*. Although the DCCD adheres to this policy, the law allows the College to release student directory information, except when students have specifically requested that directory information be kept confidential. Directory information may be released by exception upon determination of the President/Superintendent, the Dean of Students, or the Director of Admissions and Records that such release is appropriate and not likely to put students at risk.

DCCD designates the following as directory information: name, address, phone number, dates of attendance, major field of study, awards and degrees received, most recent institution attended, participation in official college activities and sports, weight and height of members of athletic teams, part-time or full-time enrollment status, and photographs.

In completing the admission application, students are provided the opportunity to request that their directory information be maintained as confidential. Students who wish to change their request, may do so in writing to the Admissions and Records Office at any time to become effective within five to ten working days.

RIGHT TO INSPECT AND REVIEW RECORDS

All currently enrolled or former students have a right to inspect and review all student records relating to them. Student record is defined according to the Family Educational Rights and Privacy Act (FERPA). To access their transcripts, students must file a letter of request with the Admissions and Records Office. To obtain access to other documents, students must submit a letter of request to the Dean of Student Services Office.

Access shall be granted no later than 15 school days following the date the written request is received. Within the same 15 school days, the student will be notified of the location of all official student records if not centrally located and qualified personnel will be made available to interpret records where appropriate.

RIGHT TO REQUEST AMENDMENT OF STUDENT RECORDS

Students may file a written request with the Superintendent/President to correct or remove information recorded in their student records which they allege to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 calendar days of receipt of such request, the Superintendent/President, or his designee, shall meet with the student and the employee who recorded the information in question, if such employee is presently employed by the District. The Superintendent/President, or his designee, shall then sustain or deny the allegations.

If any or all allegations are sustained, the Superintendent/President, or his designee, shall order the correction or removal and destruction of the information. If any or all of the allegations are denied, the student may appeal the decision in writing to the Board of Trustees within 30 calendar days of the denial.

Within 30 days of the receipt of an appeal, the Board of Trustees shall, in closed session with the student and employee who recorded the information in question, if presently employed by the District, determine whether to sustain or deny the allegation(s). If the Board sustains any or all of the allegations, it shall order the immediate correction or removal and destruction of the information. The decision of the Board shall be final.

Records of these administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the Board,

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unless the student initiates legal proceedings relative to the disputed information within the prescribed period.

If the decision of the Board is unfavorable to students, or students accept an unfavorable decision by the Superintendent/President, they shall have the right to submit a written statement of their objections which shall become part of their student record until such time as the information to which the objection is made is corrected or removed.

DISCLOSURE OF EDUCATION RECORDS

The District may permit access to student records to any person for whom the student has executed written consent specifying the records to be released and identifying the party or class of parties to whom the records may be released.

The District may not permit access to student records to any person without the written consent of the student or under judicial order except:

1. To officials and employees of the District who have a legitimate educational interest to inspect a record.

A school official is: A person employed by the District in an administrative, supervisory, academic, research, support staff, or security position.

A person elected to the Board of Trustees.

A student government officer conducting student elections.

A person employed by or under contract to the District to perform a special task, such as the attorney or auditor.

School officials have a legitimate educational interest if they are:

Performing a task that is specified in their position description or by a contract agreement.

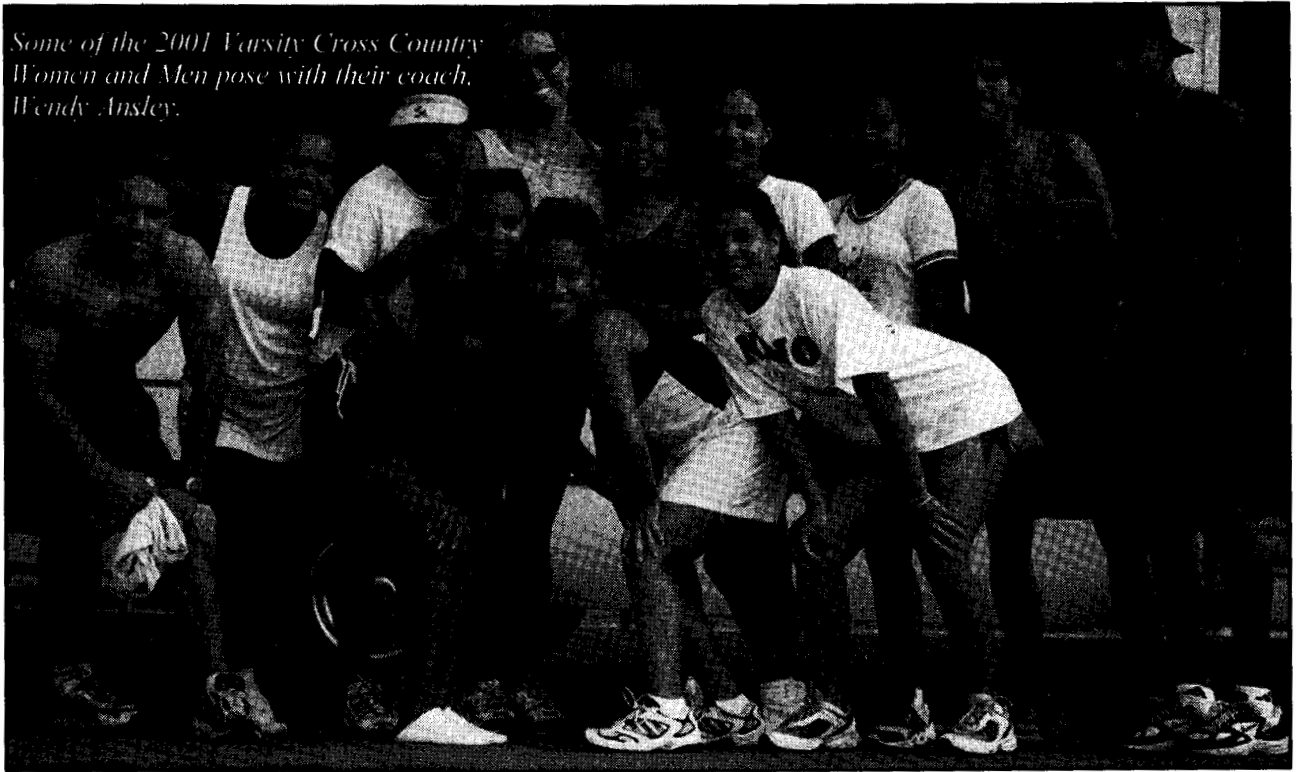
Performing a task related to a student's education.

Performing a task related to the discipline of a student.

Providing a service or benefit relating to the student such as health care, counseling, job placement or financial aid.

2. To officials of another school or school system, upon request, in which a student seeks, intends, or is directed to enroll, including local, county or state correctional facilities where educational programs are provided.
3. To certain officials of the U. S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the College.
7. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid programs, and improving instruction.
8. To accrediting organizations in order to carry out their accrediting functions.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons.
11. To an alleged victim of any crime of violence, the results of an institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Some of the 2001 Varsity Cross Country Women and Men pose with their coach, Wendy Ansley.



RIGHT TO FILE COMPLAINTS WITH THE DEPARTMENT OF EDUCATION

College of the Desert students have the right to file complaints with the U. S. Department of Education concerning alleged failures by the College to comply with the Family Educational Rights and Privacy Act. Written complaints should be directed to The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605; (202) 260-3887; FAX (202) 260-9001.

STUDENT RIGHT-TO-KNOW DISCLOSURE

In compliance with the Student Right-to-Know and Campus Security Act of 1990, it is the policy of the Desert Community College District to make available its completion and transfer rates to all current and prospective students.

Beginning in Fall 1996, all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period, and the completion and transfer rates of this group are listed below. This

is a very narrowly defined group and does not reflect all transfer students. These rates do not represent the success rates of the entire student population at College of the Desert, nor do they account for all student outcomes occurring during and after this three-year tracking period.

Based upon the group defined above, 26.8% attained a certificate, degree, or became "transfer-prepared" during a three-year period (Fall 1996 to Spring 1999). Students who are "transfer-prepared" have completed 56 transferable units with a GPA of 2.0 or better.

Based upon the group defined above, 18.6% transferred to another postsecondary institution (CSU, UC, private college, or another California Community College) prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five semester period (Spring 1997 to Spring 1999).

These percentages compare favorably with percentages of community colleges similar in size to College of the Desert. More information about Student-Right-to-Know rates and how they should be interpreted can be found at the California Community Colleges "Student Right-to-Know Information Clearinghouse Website" located at <<http://srk.cccco.edu>>.

BOOKSTORE

The College of the Desert Bookstore carries new and used course textbooks, a wide variety of essential classroom and student supplies, general-interest paperbacks, reference books and many other campus-oriented items such as backpacks, apparel, art supplies, and greeting cards. The Bookstore welcomes nonstudents.

During the Fall and Spring semesters, the Bookstore is open Monday through Thursday 8:00 a.m. to 7:00 p.m., Friday 8:00 a.m. to 3:00 p.m. Please see current Summer Class Schedule for Summer hours.

FOOD SERVICES

The COD Cafe menu items include soup, hot entrees, salad bar, grill service, desserts and beverages. Breakfast is served daily from 7:30 a.m. to 11:00 a.m. The main entree is served from 11:00 a.m. to 2:00 p.m. The Grill is open from 7:30 a.m. to 7:00 p.m. The Cafe closes at 2:00 p.m. on Fridays. See class schedule for Summer hours. Dial-A-Menu at 773-2549 is available daily from 8:00 a.m. to 1:00 p.m.

HOUSING

There are no facilities for on-campus housing at College of the Desert. Information regarding off-campus housing is posted on bulletin boards on campus. The College does not inspect or approve the posted facilities and assumes no liability or responsibility for agreements between landlords and the students.

PARKING

Students parking on the campus must purchase and properly display a DCCD parking permit. Citations are issued by College Security. Motorcycles and motorbikes are to park in areas reserved for them.

Conveniently located parking lots provide parking for students' and visitors' vehicles. Red, Yellow, Blue and

Black curb markings, all No-Parking signs, and Emergency Parking zones are to be observed at all times, day and night. Parking on or in front of ramps is forbidden day and night. Restricted parking is in effect from 7:30 a.m. to 10:30 p.m. Monday through Friday of each school week. Parking regulations may be found in the class schedule or obtained from the Parking Office, located in Building C.

Parking for individuals with disabilities (blue curb marking) must be observed both day and evening. Permits are obtained from the Department of Motor Vehicles and must be displayed along with a valid DCCD parking permit when parking in any designated blue zone.

The College assumes no liability for vehicles parked on the campus.

PETS/ANIMALS ON CAMPUS

State and local laws prohibit animals on campus at any time. The Humane Society removes animals at owner's expense. Students who violate this law are subject to disciplinary action. Animal control officers periodically patrol the campus and remove any animals found.

SECURITY AND SAFETY

The College encourages all persons on campus to practice low-risk and defensive behaviors, and to be especially alert at night. Students and others are advised to park in well-lighted and trafficked areas, and to always lock their vehicles. Students should not pick up strangers or accept rides from persons they do not know.

If you suspect a crime is being committed against persons or property, call 911 or Campus Security at 776-0111. The Security Office may be called during normal business hours at 773-2511.

Safety and Security information published in accordance with the Crime Awareness and Campus Security Act is available upon request from the Security Office or on the college web site at <http://desert.cc.ca.us>.

ACADEMIC PETITION PROCEDURES

The Academic Regulations Committee has been established to review and to take action on students' requests for waiver of academic regulations and policies. Students may petition to this committee when, in the student's opinion, a particular academic regulation or policy is not applicable in a specific situation. Contact the Admissions and Records Office for procedures.

ATTENDANCE

FIRST CLASS MEETING

It is extremely important for students to attend the first class meeting after registration because instructors may drop students who do not appear in order to make room for others who may desire to take the class. If a student is dropped as a "no-show" for nonattendance, and if space is available, it is the student's responsibility to re-register into the class at the Admissions Office.

CLASS ATTENDANCE

A student is expected to attend all class sessions. It is the student's responsibility to contact instructors regarding any absence. The acceptance of an excuse for absence other than illness or official leave of absence is at the discretion of the individual instructor. When absences are excused due to personal illness or the serious illness or death of a member of the student's family, or a field trip, or an authorized absence on behalf of the College, all work assignments to be made up must be described by the instructor to the student in advance of the absence when possible. It is the student's responsibility to make up all class work missed to the standards for the course.

AUDITING CLASSES

The Desert Community College District does not allow auditing of classes.

LEAVES OF ABSENCE

Students who have a need to withdraw for a short time, but who wish to retain their status in classes and resume work before the end of the current semester, should apply for a "Brief Leave of Absence," which expires on a definite date. If students must depart suddenly, as in a family emergency, they should write the Dean of Student Services as soon as possible requesting a leave to be away from classes. Brief leaves also may be issued upon recommendation of the Student Health Service in case of illness. Requests for a Brief Leave of Absence must be filed with the Office of the Dean of Student Services.

CLASSIFICATION OF STUDENTS

Freshman: A student who has completed fewer than 30 units of college credit.

Sophomore: A student who has completed 30 or more units of college credit.

Post-Graduate: A student who has been awarded a degree and has enrolled for further study.

Full Time: A student enrolled for 12 or more credit units.

Part Time: A student enrolled for fewer than 12 credit units.

CLASSIFICATION AND NUMBERING OF COURSES

There are three types of courses/classes offered by College of the Desert:

1. Credit Courses - Courses numbered 1-99 are credit courses. A credit course is a part of an approved educational program or major. The credit awarded by College of the Desert for completion of most courses is accepted as a completion of a portion of an appropriate educational sequence leading to an Associate Degree or Baccalaureate Degree by the University of California, the California State University or an accredited

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independent college or university. A few remedial courses in Basic Skills are offered for credit but do not count toward completion of a program or major.

2. Non-Credit Courses - Courses numbered 100 and above are designed for students who are not candidates for degree programs and work in such courses is not applicable toward graduation. Non-credit courses are offered in Developmental Education, Adult Basic Education, high school completion (GED), and DSPS courses designed for students with disabilities.

3. Community Education Classes - Classes are designed for students whose primary motive for activity and learning is personal enrichment only. The classes carry no academic credit and are supported by class fees.

TRANSFERABLE COURSES

Courses transferable to the California State University are indicated by "CSU" and those transferable to the University of California are indicated by "UC" under the course description in the "Courses of Instruction" section of this catalog. The CSU or UC designates courses accepted for elective credit. Such courses count for the 60 units required for advanced standing transfer to CSU or UC. Students interested in transferring to the University of California should refer to the University of California Transfer Course Agreement, available in the Transfer Center, to make sure they have enough units, since we offer several UC transferable courses for which credit is decreased by one or more units by UC.

CHANGES IN TRANSFERABLE CREDIT

As new courses are added or changes are made in current courses, transfer credit may not be applicable until CSU and UC have adopted these changes.

COURSE PREREQUISITES, COREQUISITES, ADVISORIES, AND OTHER ENROLLMENT LIMITATIONS

Complete course prerequisites, corequisites, and advisories are listed in this catalog after the course descriptions. These requirements are intended to ensure students a reasonable chance of success. Questions regarding course eligibility should be discussed with your faculty advisor.

Prerequisite is a course or courses, skills, or a body of knowledge that students should possess prior to enrolling in a course or program. Prerequisites indicate the College of the Desert course which must be taken prior to enrollment in a given course. (In A,B,C,D sequences, A is usually prerequisite to B, etc.) Prerequisite requirements must be met before enrollment is permitted.

Prerequisite courses must be completed with a grade of C or better.

Corequisite is a course or courses students are required to take simultaneously in order to enroll in another course. Corequisite represents a set of skills or a body of knowledge students must acquire through concurrent and continued enrollment in another course or courses in order to receive a C or better in the course requiring the corequisite.

Advisory is a condition of enrollment which students are advised, but not required, to meet before or concurrently with enrollment in a course or educational program. An Advisory suggests skills, experiences, or a body of knowledge with which students would achieve a greater depth or breadth of knowledge or skill development, but without which students are likely to receive a satisfactory grade.

Limitations of enrollment - restrictions imposed due to the nature of the course such as prerequisites, corequisites, intercollegiate competition, honors, public performance or restrictions imposed in the number of students who may enroll in a course subject to "first come, first serve" or due to health and safety considerations, facilities limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning, legal

requirements imposed by statutes, regulations, or contracts, or other such limitations as designated by the District.

The District has established procedures by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into the class according to a challenge process.

Any prerequisite or corequisite may be challenged by a student on one or more of the following grounds:

1. The prerequisite or corequisite has not been established according to the district's process of establishing prerequisites and corequisites;
2. The prerequisite or corequisite violates Title V, Article 2.5, Section 55201 (Policies for Prerequisites);
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the stated prerequisite or corequisite;
5. The student will be subject to undue delay in attaining the goal stated in the student's educational plan because the prerequisite or corequisite course has not been made reasonably available.

The determination of whether a student meets a prerequisite or corequisite shall be made prior to the student's enrollment in the course.

The student is responsible and bears the burden for showing that grounds exist for the challenge. The challenge must be made in writing to the Director of Admissions prior to the student's enrollment in the challenged course.

Challenges shall be resolved by the Director of Admissions and/or appropriate faculty within five (5) school days of the receipt of the challenge.

If space is available in a course when a student files a

challenge, the District shall reserve a seat for the student and the student is assured a seat in the class if the challenge is ultimately upheld. If no space is available in the course when a challenge is filed and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

Matriculation waiver forms are available in the Counseling Office for students seeking to challenge a course prerequisite.

PHYSICAL EDUCATION REQUIREMENT

Completion of a Physical Education (PE), Health Education (HE), Recreation (RE), or Varsity (VSM, VSW) course is required in each of the first *two* semesters in which a student is enrolled in nine units or more. Two units in physical education are *also* required for graduation from College of the Desert.

COURSE UNITS AND STUDENT LOADS

UNIT OF CREDIT

The term "unit of credit" is a measure of time and study devoted to a course. One credit unit is equivalent to one hour of lecture per week or three hours of lab per week per semester. Many courses are made up of a combination of lecture sessions and laboratory sessions.

MAXIMUM NUMBER OF UNITS

A normal class load for Fall and Spring semesters is considered to be 12-17 units plus an activity class in physical education. Students working full time are encouraged to carry a reduced load. Students with advanced standing, and having a "C" average or better are permitted to enroll in 19 units plus physical education. During the Summer term, students may be limited to 7 units.

Students wishing to obtain a variance from the above limitations may petition the Director of Counseling or the Dean of Student Services.

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STUDENTS WHO MUST TAKE A MINIMUM NUMBER OF UNITS

<u>Category</u>	<u>Minimum Units</u>
Athletes	12
ASCOD Officers	5
CARE Students	12
EOPS Students	12
Financial Aid Recipients	
Full-time	12
3/4-time	9
Half-time	6
International Students	12
Veterans' Benefits Recipients	Varies by Program

GRADING SYSTEM

The results of each student's work in each course are reported to the Registrar in scholarship grades as follows:

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least satisfactory; units awarded but not counted in GPA)	
NC	No Credit (less than satisfactory, or failing; units not counted in GPA)	

Students may choose the credit/no credit grading option on designated courses. This choice can be made at the time of registration, or the student may file a Petition in the Admissions Office prior to the first 30% of the class.

Grades of F count as units attempted and completed with a failing grade. Such grades are computed in the grade point average (both semester and cumulative). Units for which grades of F are assigned are not earned units and do not fulfill course, certificate or degree requirements.

GRADE POINTS

The College of the Desert follows the same system of grade points used by most colleges and universities in the State to give an overall appraisal of the student's level of achievement. Semester grades are assigned grade points as follows:

- A = 4 grade points per unit earned
- B = 3 grade points per unit earned
- C = 2 grade points per unit earned
- D = 1 grade point per unit earned
- F = 0 grade points per unit earned

Semester marks with no assigned grade points are as follows: I, CR, NC, and W. Units for F grades are counted in computing grade point averages.

GRADE POINT AVERAGE

The grade point average (GPA) is computed by dividing all units attempted into all grade points received. The following example illustrates the grade point average calculation.

<u>Course</u>	<u>Units</u>	<u>Grade</u>	<u>Grade Points</u>	
			<u>Per Unit</u>	<u>For Class</u>
ENG 1B	3	B	3	9
ART 7A	2	A	4	8
HE 1	3	C	2	6
NR 1	3	B	3	9
NR 1L	1	B	3	3
<u>HIST 17</u>	<u>3</u>	<u>A</u>	<u>4</u>	<u>12</u>
<u>TOTALS</u>	<u>15</u>			<u>47</u>

Total Grade Points (47),
divided by Total Units Attempted (15),
equals Grade Point Average (3.13 GPA).

NON-EVALUATION SYMBOLS

The following non-evaluation symbols may appear on official college transcripts:

"I" (Incomplete) is a temporary mark assigned when the instructor determines that a student has been unable to complete course requirements by the designated ending date of the course according to the following definition.

DEFINITION (Section 55758): Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" must be made up no later than one semester following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating units attempted nor for grade points.

An incomplete is issued only upon mutual agreement between the instructor and the student. The instructor and the student will agree upon course work and/or other requirements necessary for the removal of the incomplete mark and the grade to be assigned, as well as the grade to which the incomplete will default if the requirements are not met. The student is expected to make up the incomplete by the end of the semester immediately following the receipt of this mark or the grade could default to an "F." In unusual circumstances the student may petition the instructor for a one-semester extension.

The **Incomplete Grade Form** is issued only to instructors. In addition to the terms of agreement as outlined in the previous paragraph, this form will contain the student's signature and the instructor's signature. The student and the instructor will each retain a copy of this agreement. A third copy will be kept on file with the permanent roster in the Admissions and Records Office.

"IP" (In Progress) is a mark used only for those courses which extend beyond the normal end of an academic term. This mark indicates that work is in progress and that upon completion of this work an evaluative symbol (grade) will be assigned. The "IP" shall not be used in calculating grade point average.

"RD" (Report Delayed) is a mark used when there is a delay in reporting the grade of a student due to circumstances beyond the student's control. This mark is a temporary notation and is to be replaced as soon as possible by a permanent symbol. Only the Admissions Office may assign the "RD" mark. The "RD" notation shall not be used in calculating grade point average.

"W" (Withdrawal) is a mark assigned to students who withdraw after 30 percent, or the fourth week of the term (whichever is less), and prior to 75 percent of the term. Withdrawal after the 75 percent point is not possible.

If there are extenuating, documented circumstances such as an accident, hospitalization, or other conditions beyond the student's control, the student may petition for an administrative withdrawal in the Admissions and Records Office.

GRADE RESPONSIBILITY (LAST DAY TO WITHDRAW)

The designated student grade responsibility date shall occur on the last day of the fourteenth week of instruction or at the 75 percent point of a semester or session, whichever is less. Students who do not withdraw by the deadline indicated in the class schedule will receive a grade of A, B, C, D, F, CR or NC. All grades become a part of the student's permanent records.

Where verified cases of extenuating circumstances exist, students may petition to be allowed to withdraw from class(es) after the grade responsibility date. The petitioning process is to commence with the Director of Admissions after consultation with the instructor(s) of record, or in the event the instructor cannot be contacted, the division chairperson. Extenuating circumstances include verified cases of accidents, illnesses or other circumstances beyond the students' control which would prevent them from completing the class(es). Where such withdrawals are approved, the symbol "W" may be granted.

GRADE CHANGE POLICY

The College has a grading policy and procedures to be followed when issuing grades and when grades are to be changed.

1. The instructor of record for the class has the right to issue a letter grade to a student. Once a grade has been given, that grade is final.
2. A change of grade may be made in only one of two ways:

(A) An INCOMPLETE (I) is changed to a final grade. See *GRADING SYSTEM, Non-Evaluation Symbols* for definition and limitations.

(B) GRADE CHANGE (Section 55760)

(1) In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with Section 55760 of this chapter. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record

(2) The District Board shall adopt and publish procedures and regulations pertaining to the repetition of courses for which substandard work has been recorded in accordance with Section 55002, and Sections 55761 and 55762. When grade changes are made in accordance with these sections, appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such manner that all work remains legible, insuring a true and complete academic history.

3. The Director of Admissions shall approve all Change of Grade and Incomplete Grade forms based upon the Grading Policy adopted by the Board of Trustees.
4. All requests for Grade Changes that do not adhere to the Grading Policy shall be returned to the instructor submitting the request.

GRADE APPEALS

The student shall first attempt to solve the problem with the instructor involved. If the problem is not solved, the student may follow the steps outlined in the *Grade Grievance Procedure*.

GRADE GRIEVANCE PROCEDURE

By law, an instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by the California Education Code, Section 76224(a), which reads as follows: "When grades are given for any courses of instruction taught in a community college, the grade given to each student shall be that determined by the instructor of the course and its determination, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

When a student believes that the District grading policy has not been followed, and that the grade received in class was the result of "mistake, fraud, bad faith, or incompetency," the student **MUST** discuss this concern with the course instructor by the end of the fourth week of the following semester. Any student who is not satisfied after meeting with the instructor, may choose to pursue a grievance.

FRAUD: A deliberate misrepresentation of the truth or a fact used to take money, rights, or other privilege or property away from a person or persons may be found to be fraud.

BAD FAITH: Bad faith may be found in an instance of an intent to deceive, in an act of dishonesty.

INCOMPETENCY: Incompetency may be found in a lack of ability, qualifications, fitness, or performance.

If a student files a grade grievance in accordance with the definitions and procedures described herein, and if, following the grievance procedures, it is found that the grade assigned has in fact been the result of "mistake, fraud, bad faith, or incompetency," then a new grade will be assigned, and that grade will become the final grade.

The student must observe the following procedures. The procedures must be completed by the end of the following semester (excluding Summer School) during which the cause for grievance occurred.

LEVEL 1: Prior to filing a formal written grievance, the student must attempt to solve the problem. When grades are available, the student is expected to contact his or her instructor directly to discuss their differences not later than the fourth week of the following semester. At this stage most differences will be resolved. This contact should be conducted in the privacy of the instructor's office whenever possible, and the pertinent issues should be well defined so that they may be discussed as objectively as possible.

If the problem cannot be resolved at this level, the student may, after informing the instructor that he or she plans to file a written grievance, progress to Level 2.

LEVEL 2: The student submits a written request for a meeting with the instructor's supervisor to resolve the grievance. The written request must include, in detail, the student's basis for initiating the grievance. The student shall initiate this request within five (5) school days after meeting with the instructor. The supervisor shall meet with the instructor and student within five (5) school days of reception of the formal grievance accompanied by all supporting data supplied by the student in an attempt to resolve the issue at this level. Any such meeting regarding a grade grievance will be closed to all observers.

At this level, if the issue can be resolved to the satisfaction of the instructor and student, and the action to be taken is to change a grade due to a mistake, the incorrect grade shall be removed from the student's record. Within two (2) school days, the decision and proposed action of the supervisor will be communicated in writing with copies to the student involved, the faculty member involved, the Dean of Instruction or designee, and the Office of Admissions and Records.

If the problem cannot be resolved at this level, the student may, after informing the instructor and supervisor that he or she plans to file a written grievance, progress to Level 3.

LEVEL 3: The student submits a written request for a meeting with the Dean of Instruction to resolve the grievance. The written request must include, in detail, the student's basis for initiating the grievance. The student shall initiate this request within five (5) school days after meeting with the supervisor and instructor. The Dean shall meet with the instructor, supervisor and student within five (5) school days of reception of the formal grievance accompanied by all supporting data supplied by the student in an attempt to resolve the issue at this level. Any such meeting regarding a grade grievance will be closed to all observers.

At this level, if the issue cannot be resolved to the satisfaction of the supervisor, instructor and student, the Dean assumes the responsibility for arriving at a decision regarding the validity of the grievance and appropriate action to be taken. If the action to be taken is to change a grade due to a mistake, the incorrect grade shall be removed from the student's record. Within two (2) school days, the decision and proposed action of the Dean will be communicated in writing with copies to the student involved, the faculty member involved, the supervisor involved, and the Office of Admissions and Records. The Dean's decision completes and exhausts the Desert Community College District's Grade Grievance Procedure.

The president or his designee may shorten or lengthen the times specified in these procedures. The intent, however, is to ensure that each and every step will take place as expeditiously as possible.

ACADEMIC HONORS

DEAN'S LIST

Students earning 12 or more credit units in a semester with a grade point average of 3.50 or better are cited on the "Dean's List" which is the highest academic honor in the College.

HONOR ROLL

Students earning 12 or more credit units in a semester with a grade point average between 3.00 and 3.49 are listed on the "Honor Roll."

50 ACADEMIC REGULATIONS

GRADUATION HONORS

Students receiving associate degrees may graduate with honors as indicated below. All grades earned at all colleges attended will be included in the computation of the cumulative grade point average for graduation honors. Designations will be made on diplomas of all recipients and recognized at Graduation for students who participate.

Academic honors are awarded as follows:

<u>Honor</u>	<u>Cumulative GPA</u>
Highest Honors	3.90 - 4.00
High Honors	3.75 - 3.89
Academic Distinction	3.50 - 3.74

PROBATION, DISQUALIFICATION, AND REINSTATEMENT

Probation, disqualification, and reinstatement policies and procedures are designed to assist students in making progress toward realistic academic, career, and personal goals.

STANDARDS FOR PROBATION

A student who has attempted at least twelve (12) semester units, as shown by the official academic record, shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units graded according to the established College grading scale.

Students on probation will be expected to show improvement by maintaining a semester grade point average (GPA) of 2.0 or higher, or completing more than 50 percent of their classes to avoid disqualification.

Students who have attempted at least twelve (12) semester units will be placed on progress probation when the percentage of all units attempted for which symbols of "W," "I" and "NC" are earned reaches or exceeds 50 percent.

Students transferring to College of the Desert from another college are subject to the same probation and dismissal policies as College of the Desert students.

NOTIFICATION OF PROBATION

The college shall make a reasonable effort to notify a student subject to probation at or near the beginning of the semester in which the probation will take effect but, in any case, no later than the start of the fall semester. As a condition of continuing enrollment, a student placed on probation is to receive individual counseling, including the regulation of his or her academic program. Each student shall also receive any other support services to help him or her overcome any academic difficulties. Prior to registration, a student on probation must have counselor approval of his or her educational program.

REMOVAL FROM PROBATION

A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

A student on progress probation because of an excess of units for which entries of "W," "I," and "NC" are recorded shall be removed from probation when the percent of units in this category drops below 50 percent.

STANDARDS FOR DISQUALIFICATION

A student on academic probation shall be subject to disqualification if in each of three consecutive semesters of enrollment the student's cumulative and semester grade point averages are below 2.00 in all units attempted which were graded according to the established District grading scale.

Students on progress probation shall be subject to disqualification if progress probation has been earned for three (3) consecutive semesters of enrollment.

NOTIFICATION OF DISQUALIFICATION

The college shall make a reasonable effort to notify a student subject to disqualification at or near the beginning of the semester in which the disqualification will take effect but no later than the start of the Fall semester. A student subject to disqualification has the right of appeal. An exception to disqualification may

be made in the event of extreme and unusual circumstances that can be supported by evidence provided by the student. Requests for appeal shall be submitted to the Director of Counseling.

REINSTATEMENT

A student applying for reinstatement shall not be reinstated until a minimum of one semester has elapsed since disqualification. A student applying for reinstatement must submit a written request to the Counseling Center. The request shall explain what circumstances or conditions would justify reinstatement. A student who is reinstated shall receive individual counseling to assess his or her academic and career goals. Prior to registration, a reinstated student must have counselor approval of his or her educational program.

REPETITION OF COURSES

SUBSTANDARD GRADES

A student who receives a grade of D, F, or NC for a course may repeat the course one time and receive a new grade and credits. The previous grade and credits are disregarded in the computation of grade point average and credits and appropriate annotation is made on the student's permanent record in such a manner that both grades remain legible, insuring a true and complete academic history.

Where special circumstances exist, a student may be allowed to repeat a course a second time. Special circumstances include consideration of illness, accident, or other conditions which, being beyond the control of the student, resulted in his or her substandard work.

Applications to take a course a third time in which a grade of D, F, or NC has been received two times are available in the Admissions and Records Office. Students must apply well in advance of registration to allow the Academic Regulation Committee sufficient time to review the merits of the request.

GRADES OF "C" OR BETTER

Students may take PE activity courses in which they have been granted grades of C or better a maximum of four times. Students are not eligible to repeat any other

course for which they have been granted a grade of C or better except where special circumstances exist which justify repeating the course. Special circumstances include:

1. The lapse of time - a significant number of years since the course was completed.
2. Changes in course content since the course was completed, or
3. Need to acquire knowledge or skills to be able to progress to higher level course work.

Grades earned in such cases are not included in the student's grade point average. The credit is not awarded. The courses, grades and units will be listed on the student's transcript.

Applications to repeat a course with a grade of "C" or better are available in the Admissions and Records Office. Students must apply well in advance of registration to allow time for Academic Regulation Committee review.

ACADEMIC RENEWAL POLICY

1. A student may petition to have units and credits for all courses taken during one semester of college work eliminated from the computation of his/her cumulative grade point average.
2. Under extenuating circumstances a second semester consecutive with the first semester may be considered under the same regulations. Extenuating circumstances are beyond the control of the student and may include but are not limited to situations such as illness or injury to the student, or death or illness in the family. The student must supply documented evidence of all extenuating circumstances.
3. If the petition for academic renewal is granted, the permanent record of the student will be annotated so that it is evident to all users of the record that no units for work taken during the semester(s) covered by academic renewal, even if satisfactory, will apply toward graduation or other educational objectives. All courses, units, and grades shall remain legible on the permanent record to insure

52 ACADEMIC REGULATIONS

- a true and complete academic record of the student's college courses.
4. A student may repeat work taken during academic renewal semester(s) only if such repetition is necessary to allow normal progression toward an acceptable educational objective.
 5. A student must include all work, including academic renewal semester(s), in the computation of the cumulative GPA toward any honors program.
 6. No part of the regulation and procedures shall conflict with:
 - a. Education Code, Section 76224, pertaining to the finality of grades assigned by instructors, and
 - b. Chapter 2.5 of Division of Title 5 (commencing with Section 59020) pertaining to the retention and destruction of records, and particularly Section 59023 (d), relating to the permanency of certain student records.
 7. The Registrar shall maintain records of all actions taken under this regulation and a yearly review of this regulation shall be made by the Educational Policies and Practices Committee.

REQUEST FOR ACADEMIC RENEWAL

1. A student seeking academic renewal is responsible for presenting evidence to show:
 - a. that the previously recorded courses were substandard academic performance and are not reflective of his/her current academic ability, and
 - b. that the student is enrolled in a defined educational program.

Evidence of academic ability since the semester in question shall include one of the following:

- a. 15 semester units with a minimum of a 3.00 GPA
- b. 30 semester units with a minimum of a 2.50 GPA
- c. 45 semester units with a minimum of a 2.00 GPA

2. At least 12 months must elapse between the date of the request and the semester for which academic renewal is sought.
3. The student may request academic renewal only once.
4. The request for academic renewal shall be directed to the Office of Admissions and Records.

EXAMINATIONS

FINAL EXAMINATIONS

Final examinations are obligatory in all courses except those specifically designated as requiring special treatment in lieu of final examination. All examinations will, so far as practicable, be conducted in writing and a maximum time will be assigned before each examination. Students are required to take the final examination at the appointed time and place in order to secure credit. Any exception to this policy must be approved by the Dean of Student Services. Absence due to illness must be verified by a medical doctor.

CREDIT BY EXAMINATION (COURSE CHALLENGE)

Granting unit credit by examination for a course is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the College. If an examination shows that the student possesses adequate equivalency and mastery of the subject, credit is granted.

A student seeking credit by examination will receive a letter grade (A, B, C, D, F, NC, CR) and grade points in the same way as if enrolled in a regular course. A student may challenge a course only once. Credit earned according to this policy shall not count toward determination of eligibility for veteran's benefits. Credit by examination is possible in selected courses only. Contact the appropriate academic division office for additional information.

Exceptions to the above may be made when necessary to meet provisions of California state law or the rules and regulations of state agencies governing programs of the California Community Colleges.



Patricia Wilson Scholarship Recipients: On hand for the 2001 Patricia Wilson Memorial Scholarship Luncheon were, from left (back row): Supervisor Roy Wilson, Alana Healey, Marge Crane, Stan Wilson, Jean Vezzalini, Angelica Chavez, Ursula Balakier, Misako Samiof, Wendy Shields, and Matteo Monica; (front) Corene Buck, Peter Donath, Jamie Scheinrock, Jason Houston, and Paul Crow.

Credit by examination may be granted only to a student who (1) is currently enrolled in at least one course in the College, (2) has completed at least 12 units in residence, (3) is not on academic probation, (4) has submitted transcripts of all previous course work, (5) has not earned college credit in more advanced subject matter, and (6) has not received a grade (A, B, C, D, F, CR, NC), or equivalent, in the course for which he or she is seeking credit by examination at this or any other educational institution.

Under the Credit by Examination policy, a student may challenge no more than 10 units towards an Associate Degree or a Certificate of Achievement (an exception is allowed for VN students who are challenging the first semester of the ADN program). Unit credit granted by examination to a student shall not count towards the minimum of 12 units required for residency.

Students interested in Credit by Examination should select a specific course for which they believe they have sufficient knowledge, then contact the Division

Office to determine the possibility of challenging the course and to obtain information regarding the requirements for successful challenge. The Credit by Exam form to initiate the formal approval process may then be obtained from the Admissions and Records Office. Payment of a nonrefundable fee of \$25.00 is required at that time. The request must be approved by the midpoint of the semester, and the examination must be given prior to the last day of the final examination period.

CLEP

A maximum of 30 semester units of credit is given for CLEP (College Level Examination Program) with scores at the 50th percentile or higher. Credit is not awarded for English composition. Official results of CLEP exams must be submitted to the Admissions and Records Office. CLEP exams are not offered on campus.

54 ACADEMIC REGULATIONS

CREDIT FOR CEEB ADVANCED PLACEMENT EXAMINATIONS

College of the Desert grants credit for scores of 3 or higher on the Advanced Placement Examinations of the College Entrance Examination Board (CEEB). Such credit may apply toward requirements for COD degrees and for transfer programs to both the California State University and University of California systems.

High School students who intend to participate in this program should make the necessary arrangements with their high schools. Students should request that their test scores be sent to College of the Desert at the time they take the Advanced Placement Examinations. To apply for credit for advanced placement, students should contact the Admissions and Records Office.

<u>AP Examination</u>	<u># Units Granted</u>	<u>General Education Requirements Area (for CSU)</u>
Art: History of Art	3	C 1
Biology	3	B 2
Chemistry	6	B 1 & B 3
Economics: Macroeconomics	3	D 2
Economics: Microeconomics	3	D 2
English: English Language & Composition	3	A 2
English: English Composition & Literature	6	A 2 & C 2
French: French Language	6	C 2
French: French Literature	6	C 2
German Language	6	C 2
Government & Politics: United States	3	D 8
Government & Politics: Comparative	3	D 8
History: European History	3	D 6
History: United States History	3	D 6
Latin: Virgil	3	C 2
Latin: Latin Literature	3	C 2
Mathematics: Calculus A,B	3	B 4
Mathematics: Calculus B,C	3	B 4
Music Theory	3	C 1
Physics B	6	B 1 & B 3
Physics C (mechanics)	3	B 1 & B 3
Physics C (electricity & magnetism).....	3	B 1 & B 3
Psychology	3	D 9
Spanish: Spanish Language	6	C 2
Spanish: Spanish Literature	6	C 2
Statistics	3	B 4

Note: College of the Desert does not have comparable courses for all courses listed above.

CREDIT BY ARTICULATION

College of the Desert maintains course articulation agreements in cooperation with high schools and Regional Occupational Programs (ROP) within the college district. Credits by examination or prerequisite course waiver may be earned by high school and ROP students, thereby assisting students in a smooth transition from secondary to postsecondary levels without experiencing delays or duplication of learning. Credit may be granted in the following areas: Mathematics, Business Accounting, Drafting, Health Science, Automotive Technology, Early Childhood Education.

For complete information, contact your high school, ROP, college counselor or articulation officer.

SUPPLEMENTAL MODES OF STUDY

DEPARTMENTAL SEMINARS

Departmental Seminars, designated as Course Number 48 A, B, C (1, 2, & 3 units respectively) may be conducted by any department. They are designed to provide an opportunity for students to work in small groups with one or more instructors. The course provides the students an opportunity to participate and interact with their instructors and colleagues to extend their knowledge and understanding of some particular problem or topic within the general scope of departmental offerings which are not contained in scheduled courses.

The exact nature of the individual assignments depends upon the nature of the study and topic involved, but all seminar students are expected to complete at least one of the following: a project, field study, survey, written report, and/or term paper.

Seminars are an excellent means of recruiting the active and retired personnel resources in the community to work with faculty and students to extend depth, imagination, and applicability to the programs of instruction. A maximum of six seminar units are accepted for the A.A. or A.S. Degree.

INDEPENDENT STUDY PROJECTS
(1-3 UNITS)

Available to students carrying six or more units, Independent Study is designed to:

- 1) extend students' knowledge and understanding of subject matter beyond the stated objectives of the course in which they are registered; or
- 2) provide means to earn credit in an academic area where they have exhausted all reasonable course options. In this case, the Independent Study course should be degree or certificate applicable.

Independent Study credit is given on a "lab" value basis (1 unit=54 hours, 2 units=108 hours, 3 units=162 hours) in which students work independently under the direction and guidance of the instructor. A maximum of six units of individual study is accepted toward the A.A. and A.S. Degree.

The appropriate Dean must approve the project before the student registers for the course. It is recommended that Independent Study Projects for 3 units begin prior to the 4th week of the semester; for 2 units, prior to the 7th week; and for 1 unit, prior to the 10th week.

ONLINE COURSES

Courses are offered over the Internet in a variety of discipline areas, as indicated under the specific course listings in the Schedule of Courses provided each semester. Online courses are as transferable as their companion regularly scheduled classes, have the same prerequisites as traditional on-campus courses, and uphold identical standards of academic quality.

Online courses generally follow the traditional eighteen week semester, but the coursework is completed asynchronously via email, electronic bulletin boards, and chatrooms. Students must provide their own computers and Internet Service Providers and be proficient in using a word processing program, email, and the Internet. Individual classes may have additional prerequisites as specified in their online syllabi.

56 CERTIFICATE, DEGREE, GRADUATION AND TRANSFER REQUIREMENTS

TRANSCRIPTS

An official transcript of a student's record may be obtained from the Admissions Office by written application. Transcripts sent directly from the College to the destination requested by the student are official. Transcripts given to the student are unofficial. A fee will be charged in excess of two transcripts.

GENERAL EDUCATION CERTIFICATION

Verification by the College of a student's completion of lower division General Education/Breadth requirements for the California State University or the University of California must be requested by the student at the time transcripts are requested to be sent to the university.

TRANSFERRED COURSEWORK

All transcripts from other colleges must be on file at the Admissions Office prior to filing a "Request for Evaluation." All lower-division work previously earned at other accredited institutions will be included when computing the cumulative GPA for a degree or certificate from COD.

Courses, units, and grades transferred from other colleges and universities must meet the standards of the Western Association of Schools and Colleges Accrediting Association.

FOREIGN TRANSCRIPT EVALUATIONS

Students entering COD, who have earned university/college credits in foreign countries, and believe the courses are comparable to those offered at the College of the Desert, can obtain information about foreign transcript evaluation and application forms for foreign transcript/credential evaluation services from the International Student Office or the Transcript Evaluation Technician.

VOCATIONAL CERTIFICATE OF ACHIEVEMENT

A Vocational Certificate of Achievement may be awarded to a student who has completed a required sequence of courses in an occupational field. The Certificate is not automatically awarded when a student completes the requirements. Students must file a "Request for Evaluation" in the Admissions and Records Office at least one semester prior to completing certificate requirements. All transcripts from other colleges must be on file before an evaluation request can be filed.

Students must file an "Intent to Earn Certificate" in the Admissions and Records Office during the semester in which they are completing the requirements. The certificate requires fewer than 60 units of college work. At least six (6) units in the certificate field shall be completed in residence at College of the Desert. A minimum of a "C" average shall be maintained in all courses required for the certificate. All courses shall be approved by the department advisor.

In the case of an additional certificate(s) in a related field, the student will be required to take a minimum of six (6) units of additional course work determined by the department advisor. See *Degree and Certificate Programs* section in this catalog for specific certificate requirements.

CATALOG REQUIREMENTS UNDER WHICH STUDENTS GRADUATE

Students are responsible for meeting in full the requirements for graduation as set forth in the college catalog. For the purpose of meeting graduation requirements, students may choose to meet the requirements for degrees or certificates in the catalog in effect at the time of entrance, during the span of attendance, or at the time of graduation, provided they do not interrupt their enrollment for two or more consecutive semesters, not including summer.

Whenever enrollment is interrupted for two or more consecutive semesters, not including Summer, students must choose the requirements in the catalog in effect at the time of re-enrollment, continued attendance following re-enrollment, or graduation.

College authorities may authorize or require substitutions for discontinued courses or for courses not offered. College of the Desert requires that students declaring or changing a major program of study must complete the major requirements in effect at the time of the declaration of change. For programs of study requiring special selection procedures, students are required to complete major requirements in effect at the time of entrance to the program.

If students maintain continuous attendance, attendance of at least two transcript recorded semester units during each calendar year, changing a major program of study does not change catalog rights for General Education or other graduation requirements beyond the major. Absence due to an approved educational leave or for attendance at another accredited college is not considered an interruption in attendance, if the absence does not exceed two years.



Nursing Scholarship Winner - LVN Lizette Cataeron (left) seated with Sandi Emerson, Director of Nursing and Division Chair, Health Sciences and Early Childhood Education.

EVALUATION REQUIREMENT FOR ASSOCIATE DEGREE

The Associate in Arts Degree and Associate in Science Degree are not automatically awarded when a student completes the requirements. Students must file a "Request for Evaluation" in the Admissions and Records Office at least one semester prior to their intended graduation. All transcripts from other colleges must be on file before an evaluation request can be filed. At least 30 total units must have been completed, including 12 at COD, before an evaluation can be initiated.

DIPLOMAS

Diplomas are mailed to graduates approximately six weeks after the end of the semester in which students have satisfied all degree requirements and grades have been verified. At the graduation ceremony, students are presented with a diploma cover. There is a fee of \$25.00 for a duplicate diploma.

EARNING AN ADDITIONAL ASSOCIATE DEGREE

An additional Associate Degree may be earned if the student completes a minimum of 12 units in residence at College of the Desert beyond the prior degree, makes a complete change in major, and fulfills all requirements for the new major field including any additional General Education requirements that are appropriate.

GRADUATION

Once it has been determined that a student is eligible for graduation, an "Intent to Graduate" form must be completed and submitted to the Admissions and Records Office. The deadline to submit this form is found in the Class Schedule. This requirement applies to all Associate Degrees.

Formal graduation activities are held at the end of the Spring semester. Students who complete degree requirements during the Spring, preceding Fall, or subsequent Summer term, are invited to participate in the ceremonies.

58 TWO TYPES OF ASSOCIATE DEGREES AT COLLEGE OF THE DESERT

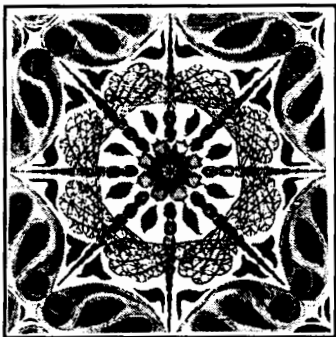
THE ASSOCIATE DEGREE WITH EMPHASIS ON OCCUPATIONAL/ VOCATIONAL PREPARATION

Students planning to earn an Associate Degree with emphasis on occupational/vocational preparation, and who have no plans to pursue a bachelor's degree, must follow the requirements listed on pages 59-61.

Students must complete the course requirements as specified in the program of study for the declared major, in addition to the general education courses.

The Occupational/Vocational Degree is not designed to prepare students for university transfer and is identified in this catalog as:

**ASSOCIATE DEGREE
and employment preparation**



THE ASSOCIATE DEGREE WITH EMPHASIS ON TRANSFER PREPARATION FOR A 4-YEAR COLLEGE OR UNIVERSITY

Students planning to earn an Associate Degree while preparing to transfer must complete the appropriate transfer general education pattern as well as the course requirements specified in the program of study for the declared major.

Option 1: Students preparing to transfer to the California State University (CSU) may follow the General Education requirements outlined in the CSU Certification pattern (pages 62-65) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern on pages 66-69. See your faculty advisor for exceptions.

Option 2: Students preparing to transfer to the University of California (UC) system follow the IGETC on pages 66-69. See your faculty advisor for exceptions.

Option 3 (specified high-unit majors only): Students in these majors must see an advisor for General Education requirements and recommended electives.

The transfer preparation degree is identified in this catalog as:

**ASSOCIATE DEGREE
with emphasis on transfer preparation**

All Associate Degrees require a minimum of 60 units of college credit and a cumulative grade point average (GPA) of 2.0 or better. At least 12 units must be earned at College of the Desert. (See "Requirements for Graduation" on previous two pages.) All students are strongly advised to consult with a faculty advisor or counselor early in their first semester of enrollment at College of the Desert.

ASSOCIATE DEGREE REQUIREMENTS

WITH EMPHASIS ON OCCUPATIONAL/VOCATIONAL PREPARATION

Students may graduate from College of the Desert with an Associate of Arts or Science degree upon meeting the following requirements:

A. Completion of 60 units of lower division semester units with a cumulative grade point average (GPA) of at least 2.0 for all grades earned in lower division courses at all colleges and universities attended. Also, a cumulative GPA of at least 2.0 must have been earned at COD as well as in the selected major. At least 12 units must be earned at COD.

B. Major requirements (Minimum of 18 units): Complete one of the degree programs listed in the Degree and Certificate Programs section of this catalog.

C. Completion of the following general education requirements (18 units minimum):

Note: A single course, even though listed in more than one area, can only be used to satisfy one requirement.

C1. Natural Sciences - (3 units minimum)
selected from the following courses:

A	1	Descriptive Astronomy	(3)
A	1L	Descriptive Astronomy Lab	(1)
AGPS	2	Entomology-Gen/App	(4)
AGPS	5	Plant Science	(3)
AGPS	5L	Plant Science Lab	(1)
ANTH	1	Intro/Physical Anthropology	(3)
BI	1A	Gen Biology, Principles	(5)
BI	1B	Gen Biology, Zoology	(5)
BI	1C	Gen Biology, Botany	(5)
BI	4	Elements of Biology	(3)
BI	4L	Elements of Biology Lab	(1)
BI	10	Women's Health	(3)
BI	15	General Microbiology	(5)
BI	21	Elem Human Anat/Phys	(3)
BI	21L	Elem Human Anat/Phys Lab	(1)
BI	22	Human Anatomy	(4)
BI	23	Human Physiology	(5)
CH	1A, 1B	General Chemistry	(5)(5)
CH	3	Intro Gen Chemistry	(4)
CH	4	Fund of Chemistry	(4)
G	1	Physical Geology	(4)
G	4	Geology Lab	(1)

G	5	Environmental Geology	(4)
G	6	Geology of California	(3)
G	7	Intro to Geology	(3)
G	8	Geol of Natl Parks&Mon	(3)
G	10	The Earth Sciences	(4)
GEOG	1	Physical Geography	(3)
GEOG	1L	Physical Geography Lab	(1)
NR	1	Cons Natural Resources	(3)
NR	1L	Cons Natr Resour Lab	(1)
OH	1	Ornamental Horticulture	(3)
OH	1L	Ornamental Horticulture Lab	(1)
PH	1	How Things Work	(4)
PH	2A,2B	College Physics	(4)(4)
PH	4A,4B	Engineering Physics	(5)(5)
PH	6A	Electric Circuits	(4)

C2. Social and Behavioral Sciences

(3 units minimum) selected from the following:

AGBU	3	International Agriculture	(3)
AJ	1	Intro to Admin of Justice	(3)
ANTH	2	Cultural Anthropology	(3)
ANTH	3	Archeology, Intro to Prehistory	(3)
ECON	1	Prin of Macroeconomics	(3)
ECON	2	Prin of Microeconomics	(3)
ECON	11	Internat'l Econ Relations	(3)
ECON	12	Economic Princ. & Appl.	(3)
GEOG	2	Cultural Geography	(3)
GEOG	7	Regional Geography	(3)
HE	1	Pers & Commun Health	(3)
HEC	13	General Nutrition	(3)
HIST	3	Hist World Civilization I	(3)
HIST	4	Hist World Civilization II	(3)
HIST	17	U.S. History	(3)
HIST	18	U.S. History	(3)
MC	1	Mass Media/Amer Cult.	(3)
PHIL	13	Perspectives Death/Dying	(3)
PS	1	Intro to Government	(3)
PS	2	Intro Comparative Govt	(3)
PS	4	Intro Internat'l Rel	(3)
PSY	1	General Psychology	(3)
PSY	3	Developmental Psych	(3)
PSY	10	Psy Aspects Marr/Family	(3)
PSY	20	Adolescent Psychology	(3)
PSY	23	Psychology of Women	(3)
PSY	33	Personal/Soc Adjustment	(3)
SOC	1	Intro to Sociology	(3)
SOC	2	Social Problems	(3)
SOC	10	Marr/Fam Soc Approach	(3)
SOC	14	Minority Grps in Amer	(3)

C3. Humanities - (3 units minimum)
 selected from the following courses:

ART	2A,B	History of Art	(3)(3)
ART	2C	Hist. of Modern Art	(3)
ART	2D	Hist. of Postmodern Art	(3)
ART	3A	Basic Design & Color	(3)
ART	10	Intro to Art	(3)
ART	18A	Papermaking	(3)
ART	33	History of Photography	(3)
ASL	1A,B	Elem Amer Sign Lang	(3)(3)
ASL	2A,B	Intermediate ASL	(3)(3)
ENG	1B	Comp & Literature	(3)
ENG	10A	American Literature I	(3)
ENG	10B	American Literature II	(3)
ENG	11A,B	Surv of English Lit	(3)(3)
ENG	12A	World Literature I	(3)
ENG	12B	World Literature II	(3)
ENG	14	Shakespeare	(3)
ENG	15	The Short Story	(3)
ENG	16	Literature of the Desert	(3)
ENG	17	Women in Literature	(3)
ENG	18	Introduction to Poetry	(3)
ENG	21	Intro Latin Amer/Chicano Literature	(3)
ENG	22	Intro African-Amer Lit	(3)
ENG	25	Intro to the Novel	(3)
ENG	31	Bible as Literature O.T.	(3)
ENG	32	Bible as Literature N.T.	(3)
ENG	35	Myth and Legend	(3)
FR	1,2	Elementary French	(5)(5)
FR	1A, 1B	Elementary French	(3)(3)
FR	2A, 2B	Elementary French	(3)(3)
FR	3,4	Intermediate French	(4)(4)
FR	8 A,B	French Conversation	(3)(3)
FR	40A,B	French Civilization	(3)
GER	1,2	Elementary German	(5)(5)
GER	1A,B	Elementary German	(3)(3)
GER	2A,B	Elementary German	(3)(3)
GER	40A,B	German Civilization	(3)
HUM	5A	Humanity & Natrl Environ	(3)
HUM	5B	Humanity & Soc/Cultrl Env	(3)
HUM	8	Music of Multicul Amer	(3)
HUM	18	Intro to Art & Music	(3)
ITAL	1,2	Elementary Italian	(5)(5)
ITAL	1A,B	Elementary Italian	(3)(3)
ITAL	2A,B	Elementary Italian	(3)(3)
ITAL	3,4	Intermed. Italian	(4)(4)
ITAL	40A,B	Survey of Italian Civ.	(3)(3)
JPN	1A,B	Elementary Japanese	(3)(3)
JPN	2A,B	Elementary Japanese	(3)(3)
MUS	1	Music Theory I	(4)
MUS	2	Music Theory II	(4)

MUS	5	History of Rock 'n' Roll	(3)
MUS	8	Music of Multicultural Amer	(3)
MUS	10	Intro to Music	(3)
MUS	12	Fundamentals of Music	(3)
MUS	36	Opera Workshop	(2)
PHIL	6	Intro to Philosophy	(3)
PHIL	7	Intro to Philosophy	(3)
PHIL	8	Phil. Ancien-Renaiss	(3)
PHIL	9	Phil. Renaissance-Presnt	(3)
PHIL	12	Religions of the World	(3)
PHIL	13	Perspect Death/Dying	(3)
PHIL	14	Intro to Ethics	(3)
SPAN	1, 2	Elementary Spanish	(5)(5)
SPAN	1A,B	Elementary Spanish	(3)(3)
SPAN	2A,B	Elementary Spanish	(3)(3)
SPAN	3, 4	Intermed. Spanish	(4)(4)
SPAN	5, 6	Advanced Spanish	(3)(3)
SPAN	8A,B	Spanish Conversation	(3)(3)
SPAN	40A,B	Spanish Civilization	(3)(3)
TA	1	Intro to Theatre	(3)
TA	2 A,B	Acting	(3)(3)
TA	8	Theatre Graphics	(3)
TA	10	Entertainment Design	(3)
TA	32A-D	Play Production Tech	(3-3-3-3)
TA	69A,B	Dramatic Literature	(3)(3)

C4. Language and Rationality - (6 units)

a) English Composition (3 units minimum):

ENG	1A	Composition	(4)
ENG	41	Technical/Professional Writ	(3)

b) Communication, Mathematics, and Critical Thinking (3 units minimum):

HUM	1	Critical Analysis	(3)
MATH	1A,1B	Calculus	(5)(5)
MATH	5	Trigonometry	(3)
MATH	10	College Algebra	(4)
MATH	12	Pre-calc Analysis	(5)
MATH	13	Liberal Arts Math	(4)
MATH	14	Statistical Methods	(4)
MATH	40	Intermediate Algebra	(4)
PHIL	10	General Logic	(3)
PHIL	11	Symbolic Logic	(3)
PHIL	15	Logic/Critical Analysis	(3)
SOC	3	Fund. of Statistics	(3)
SOC	4	Soc/Critical Thinking	(3)
SP	1	Intro to Human Comm	(3)
SP	4	Public Speaking	(3)
SP	5	Group Discussion/Leadership	(3)
SP	7	Decision Mknng/Advoc	(3)
SP	15	Intercultural Comm	(3)

C5. Traditions and Cultures (3 units minimum):

AGBU	3	International Agriculture	(3)
AJ	5A	Multicul Issues/Pub Safety	(3)
ANTH	1	Intro/Physical Anthropology	(3)
ANTH	2	Cultural Anthropology	(3)
ARCH	14	History of Architecture I	(3)
ART	2A,B	History of Art	(3)(3)
ART	10	Intro to Art	(3)
ART	18A	Papermaking	(3)
ASL	1A,B	Elem Amer Sign Lang	(3)(3)
ASL	2A,B	Intermediate ASL	(3)(3)
ECON	11	Internat'l Econ Relations	(3)
ENG	1B	Comp & Literature	(3)
ENG	1C	Critical Thinking & Comp	(3)
ENG	10A,B	American Lit I & II	(3)(3)
ENG	11A,B	Survey of English Lit	(3)(3)
ENG	12A,B	World Literature I & II	(3)(3)
ENG	15	The Short Story	(3)
ENG	18	Intro to Poetry	(3)
ENG	21	Intro to Latin American/ Chicano Literature	(3)
ENG	22	Intro to African American Literature	(3)
ENG	31	The Bible as Literature O.T.	(3)
ENG	32	The Bible as Literature N.T.	(3)
ENG	35	Myth & Legend	(3)
GEOG	2	Cultural Geography	(3)
HE	1	Pers & Comm Health	(3)
HIST	3	Hist of World Civilization I	(3)
HIST	4	Hist of World Civilization II	(3)
HUM	5A	Humanity & Natrl Environ	(3)
HUM	5B	Hum & Soc/Cultrl Environ	(3)
MC	1	Mass Media/Amer Culture	(3)
MUS	5	History of Rock 'n' Roll	(3)
PHIL	6, 7	Intro to Philosophy	(3)(3)
PHIL	12	Religions of the World	(3)
PHIL	13	Perspect on Death&Dying	(3)
PHIL	14	Intro to Ethics	(3)
PS	4	Intro to Internat'l Relations	(3)
PSY	1	General Psychology	(3)
PSY	10	Psychological Aspects of Marriage & Family	(3)
PSY	12	Human Sexuality	(3)
PSY	23	Psychology of Women	(3)
SOC	1	Intro to Sociology	(3)
SOC	2	Social Problems	(3)
SOC	4	Sociological Analysis & Critical Thinking	(3)
SOC	10	Marriage & Family: Sociological Approach	(3)
SOC	14	Minority Grps in America	(3)
SP	1	Intro to Human Communication	(3)
SP	2	Oral Interpretation of Literature	(3)
SP	15	Intercultural Communication	(3)
and		all Foreign Language courses	

D. Physical Education Activity Requirement:

In addition to A, B & C, two units are required from physical education (PE), health education (HE), recreation (RE) or varsity sports (VSM,VSW).

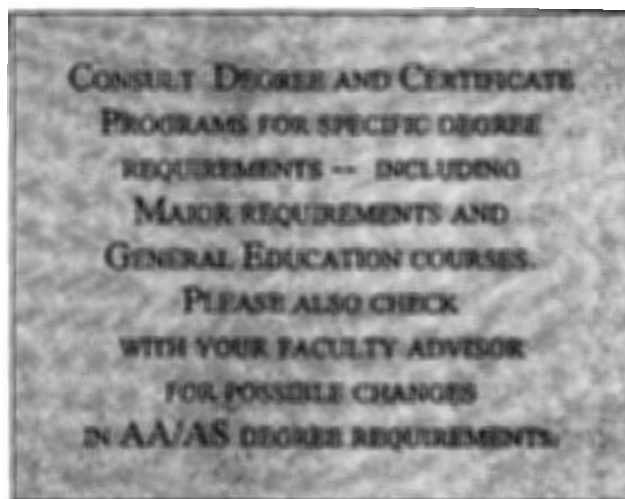
Note: If HE 1 is used to fulfill section C-2, it may not be used to fulfill this requirement.

E. Reading, Writing and Mathematics competency requirements must be met, as follows:

Reading Competency: All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a reading proficiency at the collegiate level by passing RDG 51, Analytical Reading, with a grade of "C" or better, or the equivalent.

Writing Competency: All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a writing proficiency at the collegiate level by passing with a grade of "C" or better one of the following courses: ENG 1A, ENG 41, or the equivalent.

Mathematics Competency: All students earning an Associate in Arts Degree (non-transfer/occupational emphasis) or an Associate in Science Degree (non-transfer/occupational emphasis) must demonstrate a mathematics proficiency by passing with a grade of "C" or better, MATH 40, or any college mathematics course determined by the Desert Community College District to be equivalent to or higher than MATH 40.



PREPARATION FOR TRANSFER TO A CALIFORNIA STATE UNIVERSITY (CSU)

Students may graduate from College of the Desert with an Associate of Arts or Science degree with emphasis on transfer preparation by completing a minimum of 60 units of lower division, transferable semester units with a cumulative grade point average (GPA) of at least 2.0 for all grades earned in lower division courses at all colleges and universities attended. Also, a cumulative GPA of at least 2.0 must have been earned at COD as well as in the selected major. At least 12 units must be earned at COD.

Students must complete *either* the CSU General Education Certification Course Pattern (this page) *or* the IGETC (page 66), *and* the major requirements as specified in the program of study for the declared major. Specified high-unit majors do not complete the transfer general education certification and must meet with their Faculty Advisors for General Education requirements for graduation. Degrees are listed by major on pages 72-73.

Students planning to transfer should consult with their Faculty Advisor early in their first semester of enrollment. Faculty Advisors will assist students with program planning and course options.

Students seeking the transfer degree must meet the competency requirements in Reading, English, and Math and complete two semesters of Physical Education activities or courses.

Review all requirements that pertain to you on pages 56-57, including *requesting a degree evaluation and filing an Intent to Graduate*.

EAAT

CSU GOVERNMENT/HISTORY CERTIFICATION

College of the Desert, pursuant to Section 40404 of Title 5 of the California Administrative Code and in accordance with Executive Order 405 from the Office of the Chancellor, California State University (effective date 11/15/82), certifies the following course/examination combinations as meeting the baccalaureate requirements in U.S. History, Constitution and American Ideals at CSU, except that no student may meet the requirement by examinations alone. It is important to note that certification may take place if and only if an entire history/government combination has been completed. (Requirements at CSU institutions may vary; consult your Faculty Advisor.)

A student may fulfill the history/government requirement by completing Political Science I (PS 1) **and either** History 17 (HIST 17) *or* History 18 (HIST 18).

CSU GENERAL EDUCATION CERTIFICATION COURSE PATTERN

Students who plan to transfer to a CSU campus may complete their lower division General Education requirements for graduation at College of the Desert. Students may follow the CSU General Education Certification pattern listed on the following two pages, which is accepted by all CSU campuses in most majors to fulfill these requirements.

To be fully certified, students must complete a minimum of 9 units each in Areas A, B, C, and D, and three units in Area E. At least 30 of these units must be completed with a grade of "C" or better, including the nine units in Area A: Communication in the English Language; and 3 units in Area B-3: Mathematics. These requirements are effective Fall 2000.

General Education Certification is *not* automatic and must be requested by the student at the same time transcripts are requested to be sent to the California State University following the posting of final grades.

**APPLICABLE COLLEGE
OF THE DESERT COURSES:**

Note: A single course, even though listed in more than one area, can only be used to satisfy one requirement.

A. COMMUNICATION in the ENGLISH LANGUAGE and CRITICAL THINKING

**Nine (9) units minimum; select 1 course from each of the 3 groups.
(C or better required in all courses)**

A-1. ORAL COMMUNICATION

SP	1	Intro Human Communication	(3)
SP	4	Public Speaking	(3)
SP	5	Group Discussion Process	(3)
SP	15	Intercultural Comm	(3)

A-2. WRITTEN COMMUNICATION

ENG	1A	Composition	(4)
ENG	1C	Critical Thinking & Comp	(3)

A-3. CRITICAL THINKING

HUM	1	Critical Analysis	(3)
PHIL	10	General Logic	(3)
PHIL	11	Symbolic Logic	(3)
PHIL	15	Logic, Argu, Crit Anal	(3)
SOC	4	Soc Anal/Crit Thinking	(3)
SP	7	Decision Mknng/Advoc	(3)

**B. PHYSICAL UNIVERSE
and ITS LIFE FORMS**

Nine (9) units minimum; select one course from each group. One course must include laboratory.

B-1. PHYSICAL SCIENCES

A	1	Descriptive Astronomy	(3)
A	1L	Desc Astronomy Lab	(1)
CH	1A, 1B	General Chemistry	(5)(5)
CH	3	Intro Gen Chemistry	(4)
CH	4	Fund of Chemistry	(4)
CH	5	Bio-Organic Chemistry	(3)
G	1	Physical Geology	(4)
G	4	Geology Lab	(1)
G	5	Environmental Geology	(4)
G	7	Intro to Geology	(4)
G	8	Geol of Natl Parks/Monu	(3)
G	10	The Earth Sciences	(4)
GEOG	1	Physical Geography	(3)
GEOG	1L	Physical Geography Lab	(1)

PH	1	How Things Work	(4)
PH	2A,2B	College Physics	(4)(4)
PH	4A,4B	Engineering Physics	(5)(5)

B-2. LIFE SCIENCES

AGPS	2	Entomology-Gen/App	(4)
AGPS	5	Plant Science	(3)
AGPS	5L	Plant Science Lab	(1)
ANTH	1	Intro/Physical Anthropology	(3)
BI	1A	Gen Biology, Principles	(5)
BI	1B	Gen Biology, Zoology	(5)
BI	1C	Gen Biology, Botany	(5)
BI	4	Elements of Biology	(3)
BI	4L	Elements of Biology Lab	(1)
BI	15	General Microbiology	(5)
BI	21	Elem Human Anat/Phys	(3)
BI	21L	Elem Hum A/P Lab	(1)
BI	22	Human Anatomy	(4)
BI	23	Human Physiology	(5)
NR	1	Cons Natural Resources	(3)
NR	1L	Cons Natr Resourc Lab	(1)
OH	1	Horticulture	(3)
OH	1L	Horticulture Lab	(1)

B-3. LABORATORY ACTIVITY (see B-2)

B-4. MATHEMATICS (C or better required)

MATH	1A,1B	Calculus	(5)(5)
MATH	5	Trigonometry	(3)
MATH	10	College Algebra	(4)
MATH	12	Pre-calc Analysis	(5)
MATH	13	Liberal Arts Math	(4)
MATH	14	Statistical Methods	(4)
SOC	3	Fund Statistics	(3)

**C. ARTS, LITERATURE, PHILOSOPHY,
FOREIGN LANGUAGE**

Nine (9) units minimum; one course must be in the ARTS and one in the HUMANITIES

C-1. ARTS (Art, Dance, Music, Theatre)

ARCH	14	History of Architecture	(3)
ART	2A,B	History of Art	(3)(3)
ART	2C	Hist of Modern Art	(3)
ART	2D	Hist of Postmodern Art	(3)
ART	3A	Basic Design /Color	(3)
ART	10	Intro to Art	(3)
ART	33	History of Photography	(3)
HUM	8	Music of Multicultural Amer	(3)

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HUM	18	Intro to Art & Music	(3)	ITAL	2A,B	Elementary Italian	(3)(3)
MUS	5	History of Rock 'n' Roll	(3)	ITAL	3, 4	Intermed. Italian	(4)(4)
MUS	8	Music of Multicultural Amer	(3)	ITAL	40A,B	Survey of Italian Civ.	(3)(3)
MUS	10	Intro to Music	(3)	JPN	1A,B	Elementary Japanese	(3)(3)
MUS	12	Fundamentals of Music	(3)	JPN	2A,B	Elementary Japanese	(3)(3)
MUS	14 A-D	Survey of Opera	(2-2-2-2)	SPAN	1, 2	Elementary Spanish	(5)(5)
PE	15	Intro to Choreography	(2)	SPAN	1A,B	Elementary Spanish	(3)(3)
TA	1	Intro to Theatre	(3)	SPAN	2A,B	Elementary Spanish	(3)(3)
TA	2 A,B	Acting	(3)(3)	SPAN	3, 4	Intermed. Spanish	(4)(4)
TA	8	Theatre Graphics	(3)	SPAN	5, 6	Advanced Spanish	(3)(3)

C-2. HUMANITIES (Literature, Philosophy, Foreign Language)

ASL	1A,B	Elem Amer Sign Lang	(3)(3)
ENG	1B	Comp & Literature	(3)
ENG	10A,B	American Literature	(3)(3)
ENG	11A,B	Surv of English Lit	(3)(3)
ENG	12A	World Literature I	(3)
ENG	12B	World Literature II	(3)
ENG	14	Shakespeare	(3)
ENG	15	The Short Story	(3)
ENG	16	Literature of the Desert	(3)
ENG	17	Women in Literature	(3)
ENG	18	Introduction to Poetry	(3)
ENG	21	Intro Latin Amer/Chicano Literature	(3)
ENG	22	Intro African-American Literature	(3)
ENG	25	Intro to the Novel	(3)
ENG	31	Bible as Literature O.T.	(3)
ENG	32	Bible as Literature N.T.	(3)
ENG	35	Myth and Legend	(3)
HUM	5A*	Humanity & Natrl Environ	(3)
HUM	5B*	Hum & Soc/Cultrl Environ	(3)
MUS	10	Intro to Music	(3)
PHIL	6	Intro to Philosophy	(3)
PHIL	7	Intro to Philosophy	(3)
PHIL	8	Phil. Ancien-Renaiss	(3)
PHIL	9	Phil. Renaissance-Presnt	(3)
PHIL	12	Religions of the World	(3)
PHIL	13	Perspect Death/Dying	(3)
PHIL	14	Intro to Ethics	(3)
FR	1, 2	Elementary French	(5)(5)
FR	1A, 1B	Elementary French	(3)(3)
FR	2A, 2B	Elementary French	(3)(3)
FR	3,4	Intermediate French	(4)(4)
FR	8 A,B	French Conversation	(3)(3)
FR	40A,B	French Civilization	(3)(3)
GER	1,2	Elementary German	(5)(5)
GER	1A,B	Elementary German	(3)(3)
GER	2A,B	Elementary German	(3)(3)
GER	40A,B	German Civilization	(3)(3)
ITAL	1,2	Elementary Italian	(5)(5)
ITAL	1A,B	Elementary Italian	(3)(3)

ITAL	2A,B	Elementary Italian	(3)(3)
ITAL	3, 4	Intermed. Italian	(4)(4)
ITAL	40A,B	Survey of Italian Civ.	(3)(3)
JPN	1A,B	Elementary Japanese	(3)(3)
JPN	2A,B	Elementary Japanese	(3)(3)
SPAN	1, 2	Elementary Spanish	(5)(5)
SPAN	1A,B	Elementary Spanish	(3)(3)
SPAN	2A,B	Elementary Spanish	(3)(3)
SPAN	3, 4	Intermed. Spanish	(4)(4)
SPAN	5, 6	Advanced Spanish	(3)(3)
SPAN	8A,B	Spanish Conversation	(3)(3)
SPAN	10, 11	Span/Bilingual Student	(3)(3)
SPAN	40A,B	Spanish Civilization	(3)(3)
TA	69A,B	Dramatic Literature	(3)(3)

D. SOCIAL, POLITICAL, and ECONOMIC INSTITUTIONS and BEHAVIOR; HISTORICAL BACKGROUND

Nine (9) units minimum, with courses taken in at least two disciplines.

Note: The "American Institutions" requirement may be satisfied by taking *either* HIST 17 or 18, *plus* PS 1 (Intro Government).

D-0. SOCIOLOGY & CRIMINOLOGY

SOC	1	Intro to Sociology	(3)
SOC	2	Social Problems	(3)
SOC	14	Minority Grps in Amer	(3)
AJ	1	Intro Admin of Justice	(3)

D-1. ANTHROPOLOGY & ARCHEOLOGY

ANTH	2	Cultural Anthropology	(3)
ANTH	3	Archeology, Intro to Prehistory	(3)

D-2. ECONOMICS

ECON	1	Prin of Macroeconomics	(3)
ECON	2	Prin of Microeconomics	(3)
ECON	11	Internat'l Econ Relations	(3)
ECON	12	Undr Econ Prin & Appl	(3)

D-3. ETHNIC STUDIES

SOC	14	Minority Grps in Amer	(3)
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D-4. GENDER STUDIES

PSY	10	Psy Aspects Marr/Fam	(3)
PSY	23	Psychology of Women	(3)
SOC	10	Marr/Fam-Soc Approach	(3)

D-5. GEOGRAPHY

GEOG	2	Cultural Geography	(3)
GEOG	7	Regional Geography	(3)
GEOG	10	Geography of California	(3)

D-6. HISTORY

HIST	3	Hist World Civilization I	(3)
HIST	4	Hist World Civilization II	(3)
HIST	17	U.S. History	(3)
HIST	18	U.S. History	(3)

D-7. INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE

MC	1	Mass Media/Amer Cult	(3)
SP	15	Intercultural Commun	(3)

D-8. POLITICAL SCIENCE, GOVERNMENT, & LEGAL INSTITUTIONS

PS	1	Intro to Government	(3)
PS	2	Intro Comparative Govt	(3)
PS	4	Intro Internat'l Rel	(3)

D-9. PSYCHOLOGY

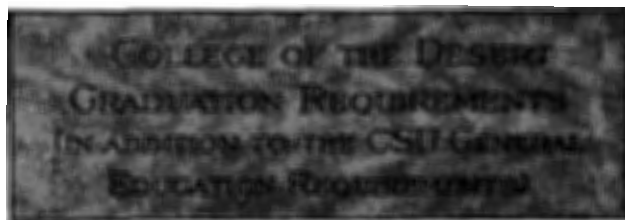
PSY	1	General Psychology	(3)
PSY	3	Developmental Psych	(3)
PSY	20	Adolescent Psychology	(3)
PSY	23	Psychology of Women	(3)
PSY	33	Personal/Soc Adjustment	(3)

E. LIFELONG UNDERSTANDING and SELF DEVELOPMENT

Three (3) units minimum; select one:

HE	1	Personal/Comm Health	(3)
HEC	13	General Nutrition	(3)
HUM	5A*	Humanity & Natrl Environ	(3)
HUM	5B*	Hum & Soc/Cultrl Environ	(3)
PHIL	13	Perspectives Death/Dying	(3)
PSY	3	Developmental Psych	(3)
PSY	10	Psy Aspects Marr Family	(3)
PSY	12	Human Sexuality	(3)
PSY	20	Adolescent Psychology	(3)
PSY	23	Psychology of Women	(3)
PSY	33	Personal/Soc Adjustment	(3)
SOC	10	Marr/Fam Soc Approach	(3)

**Students completing HUM 5A or B may receive credit in Area E only. Students who complete both courses may receive credit in Area C-2 for the second course only.*



**COLLEGE OF THE DESERT
PHYSICAL EDUCATION
REQUIREMENT**

Although not required to complete the CSU General Education pattern, two units from physical education (PE), health education (HE), recreation (RE) or varsity sports (VSM, VSW) are required to earn a degree from COD.

Note: If HE 1 is used to fulfill section E, it may not be used to fulfill this requirement.

**COLLEGE OF THE DESERT
READING, WRITING
AND MATHEMATICS
COMPETENCIES**

Reading Competency: All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a reading proficiency at the collegiate level by passing RDG 51, Analytical Reading, with a grade of "C" or better, or the equivalent.

Writing Competency: All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a writing proficiency at the collegiate level by passing with a grade of "C" or better one of the following courses: ENG 1A, ENG 41, or the equivalent.

Mathematics Competency: All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a mathematics proficiency at the collegiate level by passing with a grade of "C" or better, any of the college mathematics courses on the CSU General Education list (Area B-4), or equivalent.

66 IGETC - INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM FOR UC AND CSU

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit you to transfer from College of the Desert to a campus in either the California State University (CSU) or University of California (UC) without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. **Exceptions are at the end of the list in the Supplementary Notes.** Completion of IGETC is not a requirement for admission but does fulfill a requirement for graduation at a CSU or UC campus.

The course requirements for all areas must be completed before IGETC can be certified. After final grades are posted, you must request IGETC Certification at the time you request final transcripts to be sent to your chosen transfer campus(es). **The IGETC must be certified prior to transfer. All courses must be completed with grades of "C" or better.** For more information, please see a Counselor.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

Note: An "*" indicates that transfer credit may be limited by either UC or CSU or both. Consult your Faculty Advisor for specific information.

Note: A single course, even though listed in more than one area, can only be used to satisfy one requirement.

AREA 1

ENGLISH COMMUNICATION

One course from each group:

1-A. WRITING

ENG	1A	Composition	(4)
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1-B. CRITICAL THINKING/ ENGLISH COMPOSITION

SOC	4	Soc. Anal/Crit. Thinking	(3)
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1-C. ORAL COMMUNICATION (required by CSU only)

SP	4	Public Speaking	(3)
SP	15	Intercultural Comm	(3)

AREA 2

MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING

One course:

2-A. MATHEMATICS

MATH	1A*	Calculus	(5)
MATH	1B*	Calculus	(5)
MATH	10*	College Algebra	(4)
MATH	12*	Pre-calc Analysis	(5)
MATH	14*	Statistical Methods	(4)
SOC	3*	Fund of Statistics	(3)

AREA 3

ARTS and HUMANITIES

At least three courses; minimum of one from the Arts
and one from the Humanities. (See "Language Other Than
English" page 70)

3-A. ARTS (Art, Music)

ART	2A,B	History of Art	(3)(3)
ART	2C	Hist. of Modern Art	(3)
ART	2D	Hist. of Postmodern Art	(3)
ART	10	Intro to Art	(3)
ART	33	History of Photography	(3)
HUM	8	Music of Multicultural Amer	(3)
HUM	18	Intro to Art & Music	(3)
MUS	5	History of Rock 'n' Roll	(3)
MUS	8	Mus of Multicultural Amer	(3)
MUS	10	Intro to Music	(3)
MUS	12	Fundamentals of Music	(3)

3-B. HUMANITIES

ENG	1B	Comp & Literature	(3)
ENG	10A,B	American Literature I,II	(3)(3)
ENG	11A,B	Surv of English Lit	(3)(3)
ENG	12A	World Literature I	(3)
ENG	12B	World Literature II	(3)
ENG	14	Shakespeare	(3)
ENG	15	The Short Story	(3)
ENG	16	Literature of the Desert	(3)
ENG	17	Women in Literatue	(3)
ENG	18	Introduction to Poetry	(3)
ENG	21	Intro Latin Amer/Chicano Literature	(3)
ENG	22	Intro African-American Literature	(3)
ENG	25	Introduction to the Novel	(3)
ENG	31	Bible as Literature O.T.	(3)
ENG	32	Bible as Literature N.T.	(3)
ENG	35	Myth and Legend	(3)
HIST	3	Hist World Civilization I	(3)
HIST	4	Hist World Civilization II	(3)
HIST	17*(7)	U.S. History	(3)
HIST	18*(7)	U.S. History	(3)
HUM	5A	Humanity & Natural Envir	(3)
HUM	5B	Humanity & Soc/Cultural Env	(3)
PHIL	6	Intro to Philosophy	(3)
PHIL	7	Intro to Philosophy	(3)
PHIL	8	Phil. Ancien-Renaiss	(3)
PHIL	9	Phil. Renaissance-Presnt	(3)
PHIL	12	Religions of the World	(3)
PHIL	13	Perspect Death/Dying	(3)
PHIL	14	Intro to Ethics	(3)
FR	2	Elementary French	(5)
FR	2A*,B*	Elementary French	(3)(3)
FR	3,4	Intermediate French	(4)(4)
FR	40A,B	French Civilization	(3)(3)
GER	2	Elementary German	(5)
GER	2A*,B*	Elementary German	(3)(3)
GER	40A,B	German Civilization	(3)(3)
ITAL	2	Elementary Italian	(5)
ITAL	2A*,B*	Elementary Italian	(3)(3)
ITAL	3, 4	Intermed. Italian	(4)(4)
ITAL	40A,B	Survey of Italian Civ.	(3)(3)
JPN	2A*,B*	Elementary Japanese	(3)(3)
SPAN	2	Elementary Spanish	(5)
SPAN	2A,B	Elementary Spanish	(3)(3)
SPAN	3, 4	Intermed. Spanish	(4)(4)
SPAN	5, 6	Advanced Spanish	(3)(3)
SPAN	40A,B	Spanish Civilization	(3)(3)
TA	1	Introduction to Theatre	(3)
TA	69A,B	Dramatic Literature	(3)(3)

AREA 4

SOCIAL & BEHAVIORAL SCIENCES

At least 3 courses, from at least two disciplines, or an interdisciplinary sequence:

4-A. ANTHROPOLOGY and ARCHEOLOGY

ANTH	2	Cultural Anthropology	(3)
ANTH	3	Archeology, Intro to Prehistory	(3)

4-B. ECONOMICS

ECON	1	Prin of Macroeconomics	(3)
ECON	2	Prin of Microeconomics	(3)
ECON	11	Internat'l Econ Relations	(3)

4-E. GEOGRAPHY

GEOG	2	Cultural Geography	(3)
GEOG	7	Regional Geography	(3)
GEOG	10	Geography of California	(3)

4-F. HISTORY

HIST	3	Hist World Civilization I	(3)
HIST	4	Hist World Civilization II	(3)
HIST	17*(7)	U.S. History	(3)
HIST	18*(7)	U.S. History	(3)

4-G. INTERDISCIPLINARY SOCIAL or BEHAVIORAL SCIENCE

MC	1	Mass Media/Amer Cult	(3)
PHIL	12	Religions of the World	(3)

4-H. POLITICAL SCIENCE, GOVERNMENT, LEGAL INSTITUTIONS

PS	1*(7)	Intro to Government	(3)
PS	2	Intro Comparative Govt	(3)
PS	4	Intro Internat'l Rel	(3)

4-I. PSYCHOLOGY

PSY	1	General Psychology	(3)
PSY	3	Developmental Psychology	(3)
PSY	23	Psychology of Women	(3)

4-J. SOCIOLOGY

SOC	1	Intro to Sociology	(3)
SOC	2	Social Problems	(3)
SOC	14	Minority Grps in Amer	(3)

AREA 5

PHYSICAL & BIOLOGICAL SCIENCE

At least 2 courses, one physical science and one biological science; at least one must include a laboratory:

5-A. PHYSICAL SCIENCES

A	1	Descriptive Astronomy	(3)
A	1L	Desc. Astronomy Lab	(1)
CH	1A*,B*	General Chemistry	(5)(5)
CH	3*	Intro Gen Chemistry	(4)
G	1	Physical Geology	(4)
G	4	Geology Lab	(1)
G	5	Environmental Geology	(4)
G	6	Geology of California	(3)
G	7	Intro to Geology	(4)
G	10	The Earth Sciences	(4)
GEOG	1	Physical Geography	(3)
GEOG	1L	Physical Geography Lab	(1)
PH	1*	How Things Work	(4)
PH	2A*,2B*	College Physics	(4)(4)
PH	4A*,4B*	Engineering Physics	(5)(5)

5-B. BIOLOGICAL SCIENCES

AGPS	2	Entomology-Gen/App	(4)
AGPS	5	Plant Science	(3)
AGPS	5L	Plant Science Lab	(1)
ANTH	1	Intro/Physical Anthropology	(3)
BI	1A	Gen Biology, Principles	(5)
BI	1B	Gen Biology, Zoology	(5)
BI	1C	Gen Biology, Botany	(5)
BI	4*	Elements of Biology	(3)
BI	4L*	Elements of Biology Lab	(1)
BI	22*	Human Anatomy	(4)
NR	1	Cons Natural Resources	(3)
NR	1L	Cons Natrl Resources Lab	(1)

* Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information.

AREA 6

(UC REQUIREMENT ONLY)

6-A. LANGUAGE OTHER THAN ENGLISH

Students must complete two years of the same foreign language of high school work with a grade of "C" or better;

or earn a score of 3 or higher on the Foreign Language Advanced Placement test, or 550 on the College Board Achievement Test in Foreign Language;

or complete coursework from the following which meets the Level One proficiency requirement, e.g. Spanish 1, or 1B, or higher.

ASL	1A*,B*	Elem Amer Sign Lang	(3)(3)
FR	1	Elementary French	(5)
FR	1A*,B*	Elementary French	(3)(3)
FR	2	Elementary French	(5)
FR	2A*,B*	Elementary French	(3)(3)
FR	3,4	Intermediate French	(4)(4)
GER	1	Elementary German	(5)
GER	1A*,B*	Elementary German	(3)(3)
GER	2	Elementary German	(5)
GER	2A*,B*	Elementary German	(3)(3)
ITAL	1	Elementary Italian	(5)
ITAL	1A*,B*	Elementary Italian	(3)(3)
ITAL	2	Elementary Italian	(5)
ITAL	2A*,B*	Elementary Italian	(3)(3)
ITAL	3,4	Intermed. Italian	(4)(4)
JPN	1A*,B*	Elementary Japanese	(3)(3)
JPN	2A*,B*	Elementary Japanese	(3)(3)
SPAN	1	Elementary Spanish	(5)
SPAN	1A*,B*	Elementary Spanish	(3)(3)
SPAN	2	Elementary Spanish	(5)
SPAN	2A,B	Elementary Spanish	(3)(3)
SPAN	3,4	Intermed. Spanish	(4)(4)
SPAN	5,6	Advanced Spanish	(3)(3)

SUPPLEMENTARY NOTES

1. A single course, even though listed in more than one place, can only be used to satisfy one subject area of the IGETC.
2. IGETC is not advisable for high-unit majors, e.g. sciences, engineering.
3. Eleanor Roosevelt and Revelle Colleges at UC San Diego do not accept the IGETC.
4. IGETC may not be appropriate for students who have completed courses at a CSU or UC campus.
5. "Double counting" of courses toward the major is not limited by the IGETC, but is limited by other directives. The UC will also allow IGETC courses to count toward major requirements. CSU campus limitations on double-counting of general education courses toward major preparation are not changed by the IGETC.
6. If you are transferring to a UC campus, the UC Transfer Course Agreement lists unit limitations that might apply to the courses you have selected.
7. Courses used to meet IGETC requirements may not also be used to satisfy the "American History and Institutions Requirement" at CSU. See Transfer Center handout for clarification.



**COLLEGE OF THE DESERT
GRADUATION REQUIREMENTS
(IN ADDITION TO IGETC)**

**COLLEGE OF THE DESERT
PHYSICAL EDUCATION
REQUIREMENT**

Although not required for the IGETC curriculum, two units from physical education (PE), health education (HE), recreation (RE) or varsity sports (VSM, VSW) are required to earn a degree from COD.

**COLLEGE OF THE DESERT
READING, WRITING &
MATHEMATICS COMPETENCIES**

Reading Competency: All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a reading proficiency at the collegiate level by passing RDG 51, Analytical Reading, with a grade of "C" or better, or the equivalent.

Writing Competency: All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a writing proficiency at the collegiate level by passing ENG 1A, or the equivalent, with a grade of "C" or better.

Mathematics Competency: All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a mathematics proficiency at the collegiate level by passing with a grade of "C" or better, any of the college mathematics courses on the IGETC list (Area 2), or equivalent.

COD COURSE ABBREVIATIONS

(CATALOGS, SCHEDULES, AND TRANSCRIPTS)

A	Astronomy	GEOG	Geography
ACR	Air Conditioning/HVAC	GER	German
AGBU	Agriculture/Business	GOLF	Golf Management
AGPS	Agriculture/Plant Science	HE	Health
AJ	Administration of Justice	HEC	Home Economics-Nutrition
ANTH	Anthropology	HIST	History
ARCH	Architecture	HS	Health Sciences
ART	Art	HSAD	Human Services Alcohol Drug Studies
ASC	Academic Skills Center	HSC	Human Services Counseling
ASL	American Sign Language	HUM	Humanities
ASPG	Addiction Studies/Problem Gambling	ITAL	Italian
AUTO	Automotive Technology	J	Journalism
BI	Biology	JPN	Japanese
BIT	Building Inspection Technology	MATH	Mathematics
BUAC	Business/Accounting	MC	Mass Communication
BUFI	Business/Finance	MUS	Music
BUHM ..	Business/Hotel & Restaurant Management	N	Nursing
BUMA	Business/Management	NR	Natural Resources
BURE	Business/Real Estate	OH	Ornamental Horticulture
BUSM	Business/Supervision & Management	PE	Physical Education
CART	Culinary Arts	PH	Physics
CH	Chemistry	PHIL	Philosophy
CIS	Computer Information Systems	PS	Political Science
CM	Construction Management	PSY	Psychology
CS	Computer Science	RDG	Reading
DANC	Dance	RE	Recreation
DDP	Digital Design and Production	RESL	Reading English as a Second Language
DE	Developmental Education	RTV	Radio-Television
DRA	General Drafting/CAD	SOC	Sociology
DSPS	Disabled Students Programs and Services	SP	Speech
ECE	Early Childhood Education	SPAN	Spanish
ECON	Economics	STDV	Student Development
EMT	Emergency Medical Technology	TA	Theatre Arts
ENG	English/Composition	VN	Vocational Nursing
ESL	English as a Second Language	VSM	Varsity Sports-Men
FIRE	Fire Technology	VSW	Varsity Sports-Women
FL	Foreign Language	WEG	Work Experience, General
FR	French	WEV	Work Experience, Occupational
G	Geology		

The CALIFORNIA ARTICULATION NUMBER (CAN) System provides a cross reference number for lower-division, transferable courses taught at California colleges and universities. The CAN designation assures that the courses or sequence of courses will be accepted in lieu of an identically designated CAN course or sequence at participating campuses. The CAN is not a common numbering system. Each campus retains its own course numbers and titles. The CAN (e.g., CAN ENGL 2) is listed parenthetically after the course title in the catalog course descriptions. A list of participating colleges and universities is available in the Counseling Center.

CAN COURSES

COLLEGE OF THE DESERT COURSES

CAN AJ 2	AJ 1	Introduction to the Administration of Justice
CAN AJ 4	AJ 2	Criminal Law
CAN AJ 6	AJ 3	Legal Aspects of Evidence
CAN ANTH 2	ANTH 1	Introduction to Physical Anthropology
CAN ANTH 4	ANTH 2	Cultural Anthropology
CAN ANTH 6	ANTH 3	Archeology, An Introduction to Prehistory
CAN BIOL 10	BI 22	Human Anatomy
CAN BUS 8	BUMA 20A	Business Law
CAN CHEM SEQ.A	CH 1A + CH 1B	General Chemistry
CAN ECON 2	ECON 1,	Principles of Macroeconomics
CAN ECON 4	ECON 2,	Principles of Microeconomics
CAN ENGL 2	ENG 1A,	Composition
CAN FCS 2	HEC 13	General Nutrition
CAN FREN SEQ A	FR 1 or 1AB + 2 or 2AB,	Elem. + Elem. French
CAN GEOG 2	GEOG 1	Physical Geography
CAN GEOG 4	GEOG 2	Cultural Geography
CAN GEOL 2	G1	Physical Geology
CAN GOVT 2	PS 1	Introduction to Government
CAN HIST SEQ B	HIST 17 + 18	United States History
CAN HIST SEQ C	HIST 3 + 4	History of World Civilization I & II
CAN MATH 8	MATH 5	Trigonometry
CAN MATH 10	MATH 10	College Algebra
CAN MATH 16	MATH 12	Pre-Calculus
CAN MATH 18	MATH 1A	Calculus
CAN MATH 20	MATH 1B	Calculus
CAN MATH 22	MATH 2A	Multivariate Calculus
CAN MATH SEQ B	MATH 1A+1B	Calculus+Calculus
CAN PHIL 2	PHIL 6	Introduction to Philosophy
CAN PHIL 4	PHIL 14	Introduction to Ethics
CAN PHYS SEQ A	PH 2A + 2B	College Physics
CAN PSY 2	PSY 1	General Psychology
CAN SOC 2	SOC 1	Introductory Sociology
CAN SOC 4	SOC 2	Social Problems
CAN SPAN SEQ B	SPAN 3 + 4	Intermed. + Intermed. Spanish
CAN SPCH 4	SP 4	Public Speaking
CAN STAT 2	MATH 14	Statistical Methods

72 CERTIFICATE AND DEGREE PROGRAMS

MAJOR/DEPARTMENT	CERTIFICATE	NON- TRANSFER DEGREE	TRANSFER DEGREE	PG
Administration of Justice	C	A.S.	A.S.	75
Agriculture				76
Agri-Business		A.S.	A.S.	76
Agriculture, General		A.S.		77
Natural Resources		A.S.	A.S.	77
Natural Resources/Park Technician Option		A.S.		77
Ornamental Horticulture	C	A.S.	A.S.	78
Plant Science		A.S.		79
Turfgrass Management	C	A.S.		80
Air Conditioning /HVAC	C	A.S.		81
Architecture/Environmental Design				82
Architectural Technology	C	A.S.		83
Architecture			A.S.	83
Building Inspection Technology	C			84
Construction Management	C	A.S.	A.S.	84
Art		A.A.		85
Automotive Technology		A.A.		87
Automatic Transmissions	C			87
Automotive Air Conditioning	C			87
Automotive Electrical Systems	C			88
Brake Technology	C			88
Engine Performance/Emission Control	C			88
Engine Rebuilding	C			88
Gaseous Fuels	C			88
Standard Transmissions	C			89
Suspension and Alignment	C			89
Business and Hospitality Industries				89
Accounting	C			90
Business Administration			A.A.	90
Computer Information Systems	C	A.A.		90
Computer Science	C	A.A.	A.A.	92
Economics			A.A.	93
General Business		A.A.		93
Golf Management	C	A.A.		93
Hotel and Restaurant Management			A.A.	94
Supervision & Management	C	A.A.		94
Communication				96
Communication			A.A.	96
Composition			A.A.	97
Literature			A.A.	97
Journalism			A.A.	98
Mass Communication			A.A.	98
Speech			A.A.	98
Culinary Arts				99
Basic Culinary Arts	C			99
Intermediate Culinary Arts	C			99
Culinary Management	C	A.A.		99

CERTIFICATE AND DEGREE PROGRAMS 73

MAJOR/DEPARTMENT	CERTIFICATE	NON- TRANSFER DEGREE	TRANSFER DEGREE	PG
Developmental Education (GED)				100
Digital Design and Production	C	A.A.		101
Drafting/CAD	C		A.A.	103
Early Childhood Education (ECE)		A.A.	A.A.	104
ECE-Title 22 Associate Teacher	C			104
ECE-Licensed Family Child Care Cert.	C			104
Early Childhood Ed-Teacher Cert.	C			106
Early Childhood Ed-Master Teacher Cert.	C			106
Fire Technology	C		A.S.	107
Foreign Language				108
French, Italian, Spanish			A.A.	108
Health, Physical Education and Recreation				109
Physical Education			A.A.	109
Recreation			A.A.	109
Health Sciences				110
Home Health Aide	C			116
Nursing Assistant	C			116
Emergency Medical Technician	C			117
Registered Nursing (ADN)		A.S.		118
Vocational Nursing (VN)	C	A.S.		118
Human Services				119
Human Services Alcohol/Drug Studies	C	A.A.		119
Problem Gambling Studies	C			119
Liberal Arts			A.A.	120
Liberal Studies			A.A.	120
Mathematics			A.S.	120
Music			A.A.	121
Nutrition Care: Dietetic Technician		A.A.		122
Science: Biological, Chemical & Physical				123
Biology			A.S.	123
Chemistry			A.S.	124
Environmental Sciences or Natural Resources			A.S.	124
Environmental Studies, Interdepartmental			A.S.	125
Geology			A.S.	125
Physics			A.S.	126
Social Science				126
Anthropology			A.A.	126
Geography			A.A.	127
History			A.A.	127
Philosophy			A.A.	127
Political Science			A.A.	128
Psychology			A.A.	128
Social Science			A.A.	128
Sociology			A.A.	128
Theatre Arts			A.A.	129

PROGRAM DESCRIPTIONS

CERTIFICATE AND DEGREE REQUIREMENTS

ORGANIZATION OF PROGRAMS BY DEPARTMENT

The degree and certificate programs on the following pages are arranged **alphabetically by department**. The department names and the programs (majors) within each department are listed on pages 72-73.

ALPHABETICAL ORGANIZATION OF COURSES

The complete listing of degree and certificate programs is followed by the descriptions of the courses offered by the College. Courses are listed **alphabetically by course code**. For example, BUAC 1/Accounting I is listed with other course codes beginning with "B".

PREREQUISITES, COREQUISITES, AND ADVISORIES

Complete course prerequisites, corequisites, advisories and recommended preparations are listed below each course description.

Prerequisite requirements must be met *before* enrollment is permitted; corequisite courses must be enrolled in *during* the same semester. These requirements are intended to ensure students a reasonable chance of success.

Courses taken as prerequisites to other courses must be completed with a grade of C or better.

See page 44 for a complete definition of these terms and other limitations of enrollment. Questions regarding course eligibility should be discussed with your faculty advisor.

TRANSFERABLE COURSES

Courses transferable to the California State University are indicated by "CSU" and those transferable to the University of California are

indicated by "UC" under the course description. The CSU or UC designates courses accepted for elective credit. Such courses count for the 60 units required for advanced standing transfer to CSU or UC. Students interested in transferring to the University of California should check with a COD counselor to make sure they have enough units, since we offer several UC transferable courses for which credit is decreased by one or more units by UC. *Note: As new courses are added or changes are made in current courses, transfer credit may not be applicable until CSU and UC have adopted these changes.*

GENERAL EDUCATION APPLICABILITY OF COURSES

All credit courses are coded to indicate whether or not they may be applied to a General Education course requirement for COD, CSU, or IGETC. All transferable courses are *not* applicable to General Education requirements. The General Education codes are:

- 0** indicates the course is not applicable to any general education requirement. (Note: the course may be transferable as elective credit. See *Transferable Courses*, above.)
- 1** indicates the course satisfies a requirement on the College of the Desert General Education list for Associate Degrees with Occupational Emphasis (non-transfer degrees);
- 2** indicates the course satisfies a requirement on the CSU General Education Course Pattern list;
- 3** indicates the course satisfies a requirement on the IGETC list.

A course followed by:
General Education Code: 1, 2, 3
is applicable to a COD, CSU, or IGETC general education requirement.

**ADMINISTRATION
OF JUSTICE**

Students desiring careers in Administration of Justice may elect a program of study designed for upper division transfer, or one which is oriented toward job entry with employment at a local, State, or Federal Law Enforcement Agency.

Students intending to transfer to a four-year college should consult that college for specific requirements. Students planning to pursue a career in Administration of Justice after graduation should include more specialization and emphasis in these courses.

There are certain minimum physical and good moral character requirements for peace officers. Students may obtain more specific information about those requirements from the department staff. Students who are transferring to the College of the Desert from another college must take at least six units of Administration of Justice courses at College of the Desert, in addition to regular required courses to be eligible for graduation.

Certification and approval of the Administration of Justice curriculum has been received from the California State Commission of Peace Officer Standards and Training.

**ADMINISTRATION OF JUSTICE
CERTIFICATE
AND EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
Required Courses:		
AJ 1	Intro to Admin. of Justice	3
AJ 2	Criminal Law	3
AJ 3	Legal Aspects of Evidence	3
AJ 4	Principles & Procedures of the Justice System	3
AJ 5A	Multicul Issues/Public Safety	3
Required Subtotal		15
Elective Subtotal (with advisor approval)		11-13
CERTIFICATE TOTAL		26-28

**ADMINISTRATION OF JUSTICE
ASSOCIATE OF SCIENCE DEGREE
AND EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
Required Courses:		
AJ 1	Intro to Admin. of Justice	3
AJ 2	Criminal Law	3
AJ 3	Legal Aspects of Evidence	3
AJ 4	Principles & Procedures of the Justice System	3
AJ 5A	Multicul Issues/Public Safety	3
Required Subtotal		15
Elective Subtotal (with advisor approval)		25
General Education Subtotal		18
Physical Education Activities		2
DEGREE TOTAL		60

**ADMINISTRATION OF JUSTICE
ASSOCIATE OF SCIENCE DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION**

Dept. No.	Title	Units
Required Courses:		
AJ 1	Intro to Admin. of Justice	3
AJ 2	Criminal Law	3
AJ 3	Legal Aspects of Evidence	3
AJ 4	Principles & Procedures of the Justice System	3
AJ 5A	Multicul Issues/Public Safety	3
Required Subtotal		15
Elective Subtotal (with advisor approval)		6
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		2
DEGREE TOTAL		60-66

Advisor: G. Tielsch

AGRICULTURE

The programs in Agriculture at College of the Desert are designed to serve both occupational and transfer students. Many courses primarily serve students who wish to enter an occupation after graduation. Courses are designed to provide practical experience, as well as academic background.

Students who wish to prepare for four-year colleges will find not only the necessary required transfer courses in English, Science, Mathematics, and related subjects available to them, but also departmental courses related to their majors. Please see your major advisor for additional information and program planning.

Curricula leading to a Certificate or Associate in Science Degree at the College of the Desert, or transfer to a four-year college or university include:

AGRI—BUSINESS

AGRICULTURE, GENERAL

NATURAL RESOURCES

Including preparation for
Environmental Sciences,
Parks and Recreation

ORNAMENTAL HORTICULTURE

Including preparation for General Horticulture,
Landscape Design/Contract,
Nursery Management

TURFGRASS MANAGEMENT

PLANT SCIENCE

Including preparation for Soil Science,
Pest Management

Advisors: **K. Leuschner**
 J. Place
 D. Walker
 M. Watling

**AGRI-BUSINESS
ASSOCIATE OF SCIENCE DEGREE
AND EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
Required Courses:		
AGBU 11	Management Records	3
OR BUAC 66	Intro to Accounting (3)	
AGBU 59A	Leadership	1
AGBU 59B	Careers	1
AGPS 1	Soils & Plant Nutrition	4
CIS 70A	Computer Business Appl/Windows... 3	
ECON 1	Principles of Macroeconomics	3
Required Subtotal		15
Elective Subtotal (with advisor approval)		25
General Education Requirements (confer with advisor)		18
Physical Education Activities		2
DEGREE TOTAL.....		60

**AGRI-BUSINESS
ASSOCIATE OF SCIENCE DEGREE
WITH EMPHASIS ON
TRANSFER PREPARATION**

Dept. No.	Title	Units
Required Courses:		
AGBU 11	Management Records	3
OR BUAC 66	Intro to Accounting (3)	
AGBU 59A	Leadership	1
AGBU 59B	Careers	1
AGPS 1	Soils & Plant Nutrition	4
CIS 70A	Computer Business Appl/Windows... 3	
ECON 1	Principles of Macroeconomics	3
BUMA20A	Business Law	3
Required Subtotal		18
Elective Subtotal (with advisor approval)		13
General Education Requirements (confer with advisor)		27
Physical Education Activities		2
DEGREE TOTAL.....		60

**GENERAL AGRICULTURE
ASSOCIATE OF SCIENCE DEGREE
AND EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
Required Courses:		
AGBU 11	Management Records	3
OR BUAC 66	Intro to Accounting (3)	
AGBU 59A	Leadership	1
AGBU 59B	Careers	1
AGPS 1	Soils and Plant Nutrition	4
AGPS 2	Entomology-Gen & Applied	4
AGPS 5	Plant Science	3
AGPS 5L	Plant Science Lab	1
AGPS 30	Ag Chem Application/Safety	4
OR AGPS 32	Pesticide Laws/Reg (2)	
CIS 70A	Computer Business Appl/Windows	3
Required Subtotal		24
Elective Subtotal (with advisor approval)		16
General Education Requirements*		18
*To include: NR 1 Conserv Natural Resources (3)		
Physical Education Activities		2
DEGREE TOTAL		60

**NATURAL RESOURCES
ASSOCIATE OF SCIENCE DEGREE
AND EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
Required Courses- With advisor approval, choose 30 units from the following:		
NR 1	Conserv of Natural Resources	3
NR 1L	Consv Natural Resources Lab	1
NR 3	Intro to Wildlife Mgmt	3
NR 21	Introduction to GIS	3
NR 41A,B	Native Plants	1-3
NR 50	Winter Birds	1
NR 51A	Migrant Birds - Fall	1
NR 51B	Migrant Birds - Spring	1
NR 95A-C	Work Experience	1-3
AGBU 11	Management Records	3
OR BUAC 66	Intro to Accounting (3)	
AGBU 59A	Leadership	1
AGBU 59B	Careers	1
AGPS 1	Soils & Plant Nutrition	4
AGPS 2	Entomology-Gen & Applied	4

AGPS 30	Ag Chem Application/Safety	4
OR AGPS 32	Pesticide Laws/Reg (2)	
CIS 70A	Computer Business Appl/Windows	3
Required Subtotal		30
Elective Subtotal (with advisor approval)		10
General Education Requirements*		18
*To include: AGPS 5 Plant Science (3)		
Physical Education Activities		2
DEGREE TOTAL		60

**NATURAL RESOURCES
PARK TECHNICIAN OPTION
ASSOCIATE OF SCIENCE DEGREE
AND EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
Required Courses- With advisor approval, choose 24 units from the following:		
NR 1	Conserv of Natural Resources	3
NR 1L	Cons Natural Resources Lab	1
NR 3	Intro to Wildlife Mgmt	3
NR 21	Introduction to GIS	3
NR 41A,B	Native Plants	1-3
NR 50	Winter Birds	1
NR 51A	Migrant Birds - Fall	1
NR 51B	Migrant Birds - Spring	1
AGPS 1	Soils and Plant Nutrition	4
AGPS 2	Entomology-Gen & Applied	4
AGPS 30	Ag Chem Application/Safety	4
OR AGPS 32	Pesticide Laws/Reg (2)	
BI 4	Elements of Biology	3
BI 4L	Elements of Biology Lab	1
CIS 70A	Computer Business Appl/Windows	3
G 5	Environmental Geology	4
G 10	The Earth Sciences	4
Required Subtotal		24
Required Electives(with advisor approval)		16
General Education Requirements		18
Physical Education Activities		2
DEGREE TOTAL		60

Advisors: K. Leuschner
J. Place
D. Walker

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NATURAL RESOURCES ASSOCIATE OF SCIENCE DEGREE WITH EMPHASIS ON TRANSFER PREPARATION

Dept. No. Title Units

Required Courses:

NR	1	Cons of Natural Resources	3
NR	1L	Cons Natural Resources Lab	1
BI	1A	General Biology	5
BI	1B	General Zoology	5
OR BI	1C	General Botany (5)	
CH	1A	General Chemistry	5
OR CH	3	Intro General Chemistry (4)	
G	1	Physical Geology	4
OR G	5	Environmental Geology (4)	
MATH	10	College Algebra	4

Required Subtotal 26-27

Electives: 16 units to be chosen from the following:

AJ	17	Wildlife Law Enforcement	3
NR	2	Intro to Forestry	3
NR	3	Intro to Wildlife Mgmt	3
NR	21	Introduction to GIS	3
AGBU	11	Management & Records	3
OR BUAC	66	Intro to Accounting (3)	
AGBU	59A	Leadership	1
AGBU	59B	Careers	1
AGPS	1	Soils and Plant Nutrition	4
AGPS	2	Entomology-Gen & Applied	4
AGPS	30	Ag Chem Application/Safety	4
OR AGPS	32	Pesticide Laws/Reg (2)	
CIS	70A	Computer Business Appl for Windows	3

Elective Subtotal (with advisor approval) 16

General Education (confer with advisor)..... 18

Physical Education Activities 2

DEGREE TOTAL..... 62-63

Advisors: K. Leuschner
J. Place
D. Walker
M. Watling

*Photo of date palm grove
by photography student
Tina Westerdahl*

ORNAMENTAL HORTICULTURE CERTIFICATE AND EMPLOYMENT PREPARATION

Dept. No. Title Units

Required Courses:

OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
OH	4	Turfgrass Management	2
OH	4L	Turfgrass Management Lab	1
OH	5A	Ornamental Plant Id.	3
OH	5B	Ornamental Plant Id.	3
OH	9	Landscape Planning/Design	3
OH	16	Arboriculture.....	2
OH	20	Landscape Construction.....	2
OH	46	Landscape Irrig. Systems	2
OH	46L	Landscape Irrig. Systems Lab.....	1
AGPS	1	Soils and Plant Nutrition.....	4
AGPS	30	Ag Chem Application/Safety	4
OR AGPS	32	Pesticide Laws/Reg (2)	
AGBU	59A	Leadership	1
AGBU	59B	Careers	1

CERTIFICATE TOTAL..... 31-33



**ORNAMENTAL HORTICULTURE
ASSOCIATE OF SCIENCE DEGREE
AND EMPLOYMENT PREPARATION**

Dept. No. Title Units

Required Courses:

OH 1	Horticulture	3
OH 1L	Horticulture Lab.....	1
OH 4	Turfgrass Management	2
OH 4L	Turfgrass Management Lab	1
OH 5A	Ornamental Plant Id.	3
OH 5B	Ornamental Plant Id.	3
OH 9	Landscape Planning/Design	3
OH 10	Advanced Landscape Design.....	3
OH 16	Arboriculture	2
OH 20	Landscape Construction.....	2
OH 46	Landscape Irrig. Systems	2
OH 46L	Landscape Irrig. Systems Lab.....	1
AGBU 59A	Leadership.....	1
AGBU 59B	Careers	1
AGPS 1	Soils and Plant Nutrition.....	4
AGPS 30	Ag Chem Application/Safety.....	4
OR AGPS 32	Pesticide Laws/Reg (2)	

Required Subtotal	34-36
Elective Subtotal (with Advisor approval)	8
General Education Requirements*	18
*To Include: NR 1 (3)	
Physical Education Activities	<u>2</u>
DEGREE TOTAL.....	62-64

**ORNAMENTAL HORTICULTURE
ASSOCIATE OF SCIENCE DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION**

Dept. No. Title Units

Required Courses:

OH 1	Horticulture	3
OH 1L	Horticulture Lab.....	1
OH 5A	Ornamental Plant Id.	3
OH 5B	Ornamental Plant Id.	3
OH 9	Landscape Planning/Design	3

OH 16	Arboriculture.....	2
OH 20	Landscape Construction.....	2
OH 46	Landscape Irrig. Systems	2
OH 46L	Landscape Irrig. Systems Lab.....	1
AGPS 1	Soils & Plant Nutrition	4
AGPS 2	Entomology-Gen & Applied.....	4
AGBU 59A	Leadership.....	1
AGBU 59B	Careers	1

Required Subtotal	30
General Education Requirements	30
Physical Education Activities	<u>2</u>
DEGREE TOTAL.....	62

**PLANT SCIENCE
ASSOCIATE OF SCIENCE DEGREE
AND EMPLOYMENT PREPARATION**

Dept. No. Title Units

Required Courses:

AGPS 1	Soils & Plant Nutrition	4
AGPS 2	Entomology-Gen & Applied.....	4
AGPS 5	Plant Science	3
AGPS 5L	Plant Science Lab	1
AGPS 30	Ag Chem Application/Safety	4
OR AGPS 32	Pesticide Laws/Reg (2)	
AGBU 11	Management Records	3
OR BUAC 66	Intro to Accounting (3)	
AGBU 59A	Leadership.....	1
AGBU 59B	Careers	1
CIS 70A	Computer Business Appl/Windows ...	3

Required Subtotal	22-24
Elective Subtotal (with advisor approval).....	18-20
General Education Requirements*	18
*To Include: NR 1 (3)	
Physical Education Activities	<u>2</u>

DEGREE TOTAL..... 60

**Advisors: K. Leuschner
J. Place
D. Walker
M. Watling**

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TURFGRASS MANAGEMENT CERTIFICATE AND EMPLOYMENT PREPARATION

Dept. No.	Title	Units
Required Courses:		
OH 1	Horticulture	3
OH 1L	Horticulture Lab	1
OH 4	Turfgrass Management	2
OH 4L	Turfgrass Management Lab	1
OH 8	Landscape Management	3
OR OH 27	Turfgrass Pest Mgmt (3)	
OH 16	Arboriculture	2
OH 24	Adv Turfgrass Mgmt	3
OH 30	Landscape Equipment	2
OH 46	Landscape Irrig. Systems	2
OH 46L	Landscape Irrig. Systems Lab	1
OH 95A-B	Work Experience (Internship)	2
AGBU 59A	Leadership	1
AGBU 59B	Careers	1
AGPS 1	Soils and Plant Nutrition	4
AGPS 32	Pesticide Laws & Regulations	2
OR AGPS 30	Ag Chem Applic/Safety (4) (fulfills 2 elective units)	

Electives - 8 units to be chosen. Below are some suggested courses:

AGPS 2	Entomology-Gen. & Applied	4
OH 5A	Ornamental Plant Id.	3
OH 9	Landscape Planning/Design	3
OH 25	Specialized Turfgrass Management	3
OH 33	Golf Car Maintenance	2
OH 34	Golf Course Management	3
OH 95A-B	Work Experience (Internship)	1-2
NR 1	Conserv of Natural Resources	3
NR 1L	Consrv Natural Resources Lab	1
NR 41A,B	Native Plants	1-3
AGBU 11	Management & Records	3
OR BUAC 66	Intro to Accounting (3)	
CIS 70A	Computer Business Appl/Windows	3

Required Subtotal 30
 Elective Subtotal (with advisor approval) 8

CERTIFICATE TOTAL 38

Advisor: J. Place

TURFGRASS MANAGEMENT ASSOCIATE OF SCIENCE DEGREE AND EMPLOYMENT PREPARATION

Dept. No.	Title	Units
Required Courses:		
OH 1	Horticulture	3
OH 1L	Horticulture Lab	1
OH 4	Turfgrass Management	2
OH 4L	Turfgrass Management Lab	1
OH 8	Landscape Management	3
OH 16	Arboriculture	2
OH 24	Adv Turfgrass Mgmt	3
OH 27	Turfgrass Pest Management	3
OH 30	Landscape Equipment	2
OH 46	Landscape Irrig. Systems	2
OH 46L	Landscape Irrig. Systems Lab	1
OH 95A-B	Work Experience (Internship)	2
AGPS 1	Soils and Plant Nutrition	4
AGPS 30	Ag Chem Application/Safety	4
OR AGPS 32	Pesticide Laws/Reg (2)	
AGBU 59A	Leadership	1
AGBU 59B	Careers	1

Major Electives - 8 units to be chosen. Below are some suggested courses:

AGPS 2	Entomology-Gen. & Applied	4
OH 5A	Ornamental Plant Id.	3
OH 9	Landscape Planning/Design	3
OH 20	Landscape Construction	2
OH 25	Specialized Turfgrass Mgmt	3
OH 33	Golf Car Maintenance	2
OH 34	Golf Course Management	3
OH 95A-D	Work Experience (Internship)	1-4
NR 1	Conserv of Natural Resources	3
NR 1L	Consrv Natural Resources Lab	1
NR 41A,B	Native Plants	1-3
AGBU 11	Management & Records	3
OR BUAC 66	Intro to Accounting (3)	
CIS 70A	Computer Business Appl/Windows	3

Required Subtotal 33-35
 Elective Subtotal (with advisor approval) 8
 General Education Requirements 18
 Physical Education Activities 2

DEGREE TOTAL 61-63

Advisor: J. Place

**AIR CONDITIONING/
HVAC**

Air Conditioning/HVAC courses are designed to be as flexible as possible to best serve student needs. Courses required in occupational areas are so listed because of the thinking of members of the General Technical Advisory Committee and other individuals' experiences in the specific occupational areas. A student's own background experience may dictate variances in total requirements.

Courses listed in transfer curricula afford opportunities for course selection that should be based on the requirements of the institution to which the individual student will later transfer.

*Photo by
COD student
Tina Westerdahl*



**AIR CONDITIONING AND
REFRIGERATION
CERTIFICATE**

AND EMPLOYMENT PREPARATION

Dept. No. Title Units

Required Courses:

ACR 60	Air Cond/Refrig I	3
ACR 61	Air Cond/Refrig II	3
ACR 64	Air Cond/Refrig Elec I	3
ACR 65	Air Cond/Refrig Elec II	3
ACR 81	Heating I	2
ACR 82	Heating II	2

Required Subtotal 16

Select a minimum of 8 units from
the following technical electives:

ACR 48A	Seminar (Refrigerant Mgmt. and EPA Certification)	1
ACR 62	Air Conditioning III	3
ACR 63	Air Conditioning IV	3
ACR 66	Air Cond Load Estimating	1
ACR 68	Air Dist Sys Design	1
ACR 70A	ACR Special Project	1
ACR 70B	ACR Special Project	1
ACR 74	ACR System Access	2

Technical Electives Subtotal: 8

Other Electives:

Select 3-4 units from the following
(with Advisor approval):

ARCH 10	Environmental Control Systems	3
AUTO 60A	Auto Air Conditioning I	2
BIT 10	Uniform Building Code	3
BIT 24	Energy Conservation Code	2
BUAC 1	Accounting I	3
BUAC 66	Intro to Accounting	3
BUMA20A	Business Law	3
CIS 70A	Computer Business Appl/Windows... 3	
MATH50	Elementary Algebra	4

Other Electives Subtotal 3-4

CERTIFICATE TOTAL..... 27-28

Advisor: J. LaFontaine

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AIR CONDITIONING AND REFRIGERATION ASSOCIATE OF SCIENCE DEGREE AND EMPLOYMENT PREPARATION

Dept. No. Title Units

Required Courses:

ACR 60	Air Cond/Refrig I	3
ACR 61	Air Cond/Refrig II	3
ACR 64	Air Cond/Refrig Elec I	3
ACR 65	Air Cond/Refrig Elec II	3
ACR 81	Heating I	2
ACR 82	Heating II	2
Required Subtotal		16

Select a minimum of 24 units from the following technical electives:

ACR 48A	Seminar (Refrigerant Mgmt. and EPA Certification)	1
ACR 62	Air Conditioning III	3
ACR 63	Air Conditioning IV	3
ACR 66	Air Cond Load Estimating	1
ACR 68	Air Distribution Systems	1
ACR 70A	ACR Special Project	1
ACR 70B	ACR Special Project	1
ACR 74	ACR System Access	2
ARCH 10	Environmental Control Systems	3
AUTO 60A	Auto Air Conditioning I	2
BIT 10	Uniform Building Code	3
BIT 24	Energy Conservation Code	2
BUAC 1	Accounting I	3
BUMA20A	Business Law	3
CIS 70A	Computer Business Applications for Windows	3
Elective Subtotal		24
General Education Requirements*		18
Physical Education Activities		2

DEGREE TOTAL..... 60

*To include: NR 1 Conserv of Natrl Resrces (3)

Advisor: J. LaFontaine

ARCHITECTURE/ ENVIRONMENTAL DESIGN

Architecture/Environmental Design programs have a common objective - to help students be prepared to understand issues related to the betterment of the human physical environment. This is accomplished by interrelated course offerings in Architecture, Construction Management, Landscape Design, Drafting/CAD, and Building Inspection Technology. These courses and programs endeavor to give the student a technical background, a set of social values, and a range of occupational skills, which result in creative expression.

The various curricula in Architecture/Environmental Design are intended to be as flexible as possible to best serve student needs. These programs have a common core of courses which provides undecided students an opportunity to change disciplines within the Architecture/Environmental Design group without backtracking and starting over. It also offers students valuable insights into other related disciplines and occupations.

Transfer programs include courses that are designed to meet the requirements of selected universities. All students should meet with their Faculty Advisor each semester to develop and update their Student Education Plan (SEP) for course sequencing and for matching course requirements for transfer institutions.

Occupational programs include courses that are designed to meet the current technological requirement of the design/construction workplace. Students in occupational programs should meet with their Faculty Advisor each semester to develop and update their Student Education Plan. These programs are designed to prepare students for employment upon graduation.

Advisor: R. O'Donnell

**ARCHITECTURAL TECHNOLOGY
CERTIFICATE
AND EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
Required Courses:		
ARCH 1	Intro to Architectural Professions	3
ARCH 2	Materials of Construction	4
ARCH 3A	Architectural Practice I	3
ARCH 3B	Architectural Practice II	3
ARCH 5	Intro to Drawing & Perspective	2
ARCH 6	Architectural Delineation	2.5
ARCH 7	Drawing & Graphic Analysis	2
ARCH 8	Architectural Design Fund I	3
DRA 1	Technical Drafting I	3
DRA 7	Drafting/Design CAD Project	2
DRA 8	AutoCAD Level I	2
DRA 9	AutoCAD Level II	2
CIS 70A	Computer Business Appl/Windows ...	3
CERTIFICATE TOTAL		34.5

**ARCHITECTURAL TECHNOLOGY
ASSOCIATE OF SCIENCE DEGREE
AND EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
Required Courses: 34 units to be chosen from the following (with Advisor approval)		
Required Courses:		
ARCH 1	Intro to Architectural Professions	3
ARCH 2	Materials of Construction	4
ARCH 3A	Architectural Practice I	3
ARCH 3B	Architectural Practice II	3
ARCH 5	Intro to Drawing & Perspective	2
ARCH 6	Architectural Delineation	2.5
ARCH 7	Drawing & Graphic Analysis	2
ARCH 8	Architectural Design Fund I	3
ARCH 9	Architectural Design Fund II	3
ARCH 10	Environmental Control Systems	3
DRA 1	Technical Drafting I	3
DRA 7	Drafting/Design CAD Project	2
DRA 8	AutoCAD Level I	2
DRA 9	AutoCAD Level II	2
Required Subtotal		34

Required Subtotal	34
Elective Subtotal (with Advisor approval)	6
General Education Subtotal*	18
Physical Education Activities	2

DEGREE TOTAL..... 60

***Recommended:**

ARCH 14 History of Architecture I (3)

**ARCHITECTURE
ASSOCIATE OF SCIENCE DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION**

Dept. No.	Title	Units
Required Courses:		
ARCH 1	Intro to Architectural Professions	3
ARCH 2	Materials of Construction	4
ARCH 3A	Architectural Practice I	3
ARCH 3B	Architectural Practice II	3
ARCH 5	Intro to Drawing & Perspective	2
ARCH 6	Architectural Delineation	2.5
ARCH 7	Drawing & Graphic Analysis	2
ARCH 8	Architectural Design Fund I	3
ARCH 9	Architectural Design Fund II	3
ARCH 10	Environmental Control Systems	3
ARCH 15	Elementary Structures	3
ARCH 17	Arch. Design Fund. III	3
DRA 8	AutoCAD Level I	2
CIS 70A	Computer Business Appl/Windows ...	3

Required Subtotal	39.5
General Education Subtotal	23

Recommended:

ARCH 14 History of Architecture I (3)
(See General Education Requirements of Transfer Institution*)

DEGREE TOTAL..... 62.5

*Admission and General Education Requirements vary depending on transfer institution. Consult advisor and transfer institution catalog for appropriate course selection.

Advisor: R. O'Donnell

BUILDING INSPECTION TECHNOLOGY CERTIFICATE

AND EMPLOYMENT PREPARATION

Dept. No.	Title	Units
Required Courses:		
BIT 10	Uniform Building Code	3
BIT 11	Plan Check Nonstructural	3
BIT 21	Uniform Mechanical Code	2
BIT 22	National Electrical Code	2
BIT 23	Uniform Plumbing Code	2
BIT 24	Energy Conservation Code	2
BIT 25	Handicapped Access. Code	2
ARCH 1	Intro to Architectural Professions	3
ARCH 2	Materials of Construction	4
ARCH 11	Architectural Blueprint Reading	3
CIS 70A	Computer Business Appl/Windows ...	3
CERTIFICATE TOTAL		29

CONSTRUCTION MANAGEMENT CERTIFICATE

AND EMPLOYMENT PREPARATION

Dept. No.	Title	Units
Required Courses:		
ARCH 1	Intro to Architectural Professions	3
ARCH 2	Materials of Construction	4
ARCH 3A	Architectural Practice I	3
ARCH 3B	Architectural Practice II	3
BIT 10	Uniform Building Code	3
BIT 11	Plan Check Nonstructural	3
CM 1	Intro to Construction Mgmt	2
CM 2	Intro to Urban Planning	3
CM 3	Site & Terrain Analysis	3
CM 6	Construction Surveying	2
CM 8	Construction Estimating	3
DRA 8	AutoCAD Level I.....	2
CIS 70A	Computer Business Appl/Windows ...	3
CERTIFICATE TOTAL		37
Advisor: R. O'Donnell		

CONSTRUCTION MANAGEMENT ASSOCIATE OF SCIENCE DEGREE AND EMPLOYMENT PREPARATION

Dept. No.	Title	Units
Required Courses:		
ARCH 1	Intro to Architectural Professions	3
ARCH 2	Materials of Construction	4
ARCH 3A	Architectural Practice I	3
ARCH 3B	Architectural Practice II	3
ARCH 5	Intro to Drawing & Perspective	2
ARCH 6	Architectural Delineation	2.5
ARCH 11	Architectural Blueprint Reading	3
BIT 10	Uniform Building Code	3
BIT 11	Plan Check Nonstructural	3
CM 1	Intro to Construction Mgmt	2
CM 2	Intro to Urban Planning	3
CM 3	Site & Terrain Analysis	3
CM 5	Construction Planning	3
CM 6	Construction Surveying	2
CM 8	Construction Estimating	3
DRA 8	AutoCAD Level I.....	2
Required Subtotal		44.5
General Education Subtotal*		18
Physical Education Activities		2

DEGREE TOTAL..... 64.5

*To include: ARCH 14 History of Architecture I (3)

Advisor: R. O'Donnell

CONSTRUCTION MANAGEMENT ASSOCIATE OF SCIENCE DEGREE WITH EMPHASIS ON TRANSFER PREPARATION

Dept. No.	Title	Units
Required Courses:		
ARCH 1	Intro to Architectural Professions	3
ARCH 2	Materials of Construction	4
ARCH 3A	Architectural Practice I	3
ARCH 3B	Architectural Practice II	3
ARCH 5	Intro to Drawing & Perspective	2
ARCH 6	Architectural Delineation	2.5
ARCH 8	Architectural Design Fund I	3
ARCH 15	Elementary Structures	3
CM 1	Intro to Construction Mgmt	2

CM	2	Intro to Urban Planning	3
CM	3	Site & Terrain Analysis	3
CM	5	Construction Planning	3
CM	6	Construction Surveying	2
CM	8	Construction Estimating	3
Required Subtotal			39.5
General Education* Subtotal			23
DEGREE TOTAL.....			62.5

***Recommended:**

ARCH 14 History of Architecture I (3)
 See General Education Requirements of Transfer Institution. Admission and General Education Requirements vary depending on transfer institution. Consult advisor and transfer institution catalog for appropriate course selection.

Advisor: R. O'Donnell

Photo by COD photography student Dona Vanden Heuvel



ART

The Art Department of the College of the Desert offers a variety of courses to allow for individual interest. Students wishing to major in Art should first confer with an advisor to discuss career and possible transfer plans in order that specific requirements can be met. The course offerings at College of the Desert coincide with lower division courses offered at four-year institutions. If students intend to transfer to a specific four-year college after attending the College of the Desert, they should take into account future requirements of that transfer institution when planning a program. Students planning to transfer to a four-year program are advised to include Three-Dimensional Design in their program of study.

The College of the Desert offers an Associate of Arts Degree in Art not only for the Art Major who wishes to pursue a General Art study, but also for students who wish to pursue a specialized Art Program. On the following page is a list of Art curricula showing the many Art Major Programs offered by the Department of Art.

Advisors: J. Cook, R. Evans, W. Kohl

**ART
 ASSOCIATE OF ARTS DEGREE
 WITH EMPHASIS ON TRANSFER
 PREPARATION**

Dept. No.	Title	Units
Required Art Core Curriculum:		
ART 1A	Drawing/Composition	3
ART 3A	Basic Design/Color	3
ART 2A	History of Art.....	3
OR ART 2B	History of Art (3)	
ART 2C	History of Modern Art	3
Total Art Core Curriculum		12
General Art Major:		
ART	Core Curriculum	12
ART 4	Three-Dimensional Design	3
Additional Required Art Electives.....		6
Art Total		21

Art Major with Emphasis in Three-Dimensional Design:

ART	Core Curriculum	12
ART 4	Three-Dimensional Design	3
6 units from :	Ceramics, Ceramic Sculpture, Sculpture, or Papermaking	6
Art Total	21

Art Major with Emphasis in Painting:

ART	Core Curriculum	12
ART 5	Life Drawing	3
ART 21,23,25	Painting	6
Art Total	21

Art Major with Emphasis in Photography:

ART	Core Curriculum	12
ART 30A,B	Photography	4
ART 31	Digital Photography	3
ART 33	History of Photography	3
Art Total	22

Art Major with Emphasis in Art History:

ART	Core Curriculum	12
ART 2A or B	Art History (in addition to Core Curriculum 2A or B).....	3
ART 33	History of Photography	3
ART	Art Electives	3
Art Total	21

Art Major with Emphasis in Drawing:

ART	Core Curriculum	12
ART 9,13,14	Printmaking	2
ART 5A,B	Life Drawing.....	6
Art Total	20

Art Major with Emphasis in Printmaking:

ART	Core Curriculum	12
ART 21,23,25	Painting	2
OR ART 30A	Photography (2)	
ART 9,13,14	Printmaking	6
Art Total	20

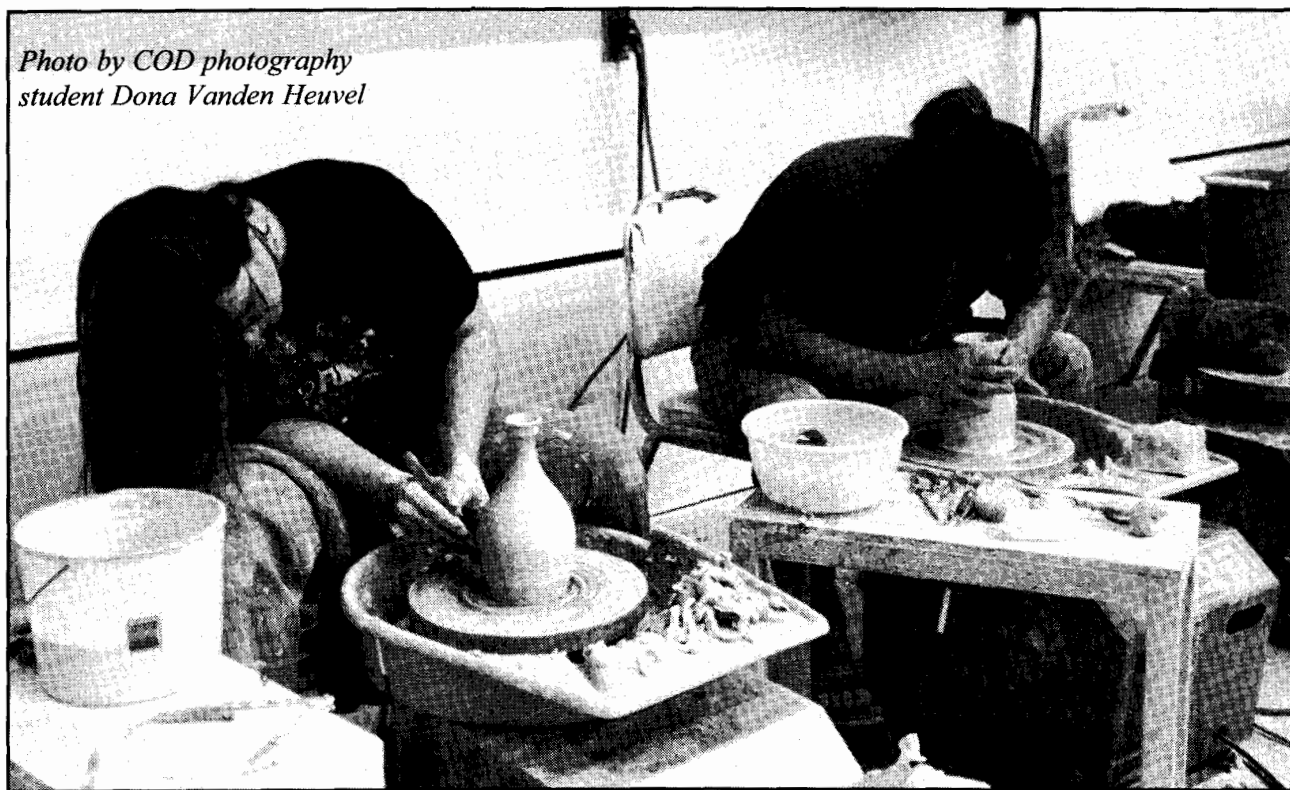
Art Major with Emphasis in Graphic Design:

ART	Core Curriculum	12
ART 40	Graphic Design I.....	3
ART 41	Graphic Design II	3
DDP 1	Computer Graphics I.....	3
Art Total	21

FOR ALL ART MAJORS:

ART Subtotal	20-22
General Education (Option 1* or 2)	34-43
*Transferable Electives (as needed)	4
Physical Education Activities	2
DEGREE TOTAL	60-67

*Photo by COD photography
student Dona Vanden Heuvel*



AUTOMOTIVE TECHNOLOGY

Automotive curriculum is designed to be as flexible as possible to best serve student needs. Courses required in the occupational areas are so listed because of the thinking of members of the General Technical Advisory Committee and other individuals' experiences in the specific occupational areas. A student's own background experience may dictate variances in total requirements.

Courses listed in transfer curricula afford opportunities for course selection that should be based on the requirements of the institution to which the individual student will later transfer.

AUTOMOTIVE TECHNOLOGY ASSOCIATE OF ARTS DEGREE AND EMPLOYMENT PREPARATION

Dept. No.	Title	Units
Required Courses:		
AUTO 1	Auto Principles I	2
AUTO 19	Hazardous Materials	0.5
Units from certificate programs as agreed upon by student and Automotive Advisor ... 35		
CIS 70A	Computer Business Appl/Windows ...	3
Required Subtotal		40.5
General Education Subtotal		18
Physical Education Activities		2
DEGREE TOTAL.....		60.5

Note: Preparation for transfer will require additional General Education courses. Consult Advisor.

Advisors: J. Tamulonis, L. DaShiell

AUTOMOTIVE CERTIFICATE PROGRAMS

The Automotive certificate programs are in the areas of certification as outlined by the ASE. Upon completion of a certificate program, the student should be ready for employment in that specialty area and also be prepared to take the ASE Mechanic's certification test in the same area.

AUTOMATIC TRANSMISSIONS CERTIFICATE

AND PREPARATION FOR EMPLOYMENT AS AN AUTOMATIC TRANSMISSION AND TRANSAXLE SPECIALIST

Dept. No.	Title	Units
Required Courses:		
AUTO 1	Auto Principles I	2
	(or equivalent)	
AUTO 64A	Automatic Transmission I	2
AUTO 64B	Automatic Transmission II	2
CERTIFICATE TOTAL.....		6

AUTOMOTIVE AIR CONDITIONING CERTIFICATE

AND PREPARATION FOR EMPLOYMENT AS AN AUTOMOTIVE AIR CONDITIONING SPECIALIST

Dept. No.	Title	Units
Required Courses:		
AUTO 1	Auto Principles I	2
	(or equivalent)	
AUTO 60A	Auto Air Conditioning I	2
AUTO 60B	Auto Air Conditioning II	2
CERTIFICATE TOTAL.....		6

Advisors: J. Tamulonis, L. DaShiell

**AUTOMOTIVE
ELECTRICAL SYSTEMS
CERTIFICATE**

AND PREPARATION FOR EMPLOYMENT
AS AN AUTOMOTIVE ELECTRICAL TECHNICIAN

Dept. No.	Title	Units
<u>Required Courses:</u>		
AUTO 20	Auto Electric I.....	3
AUTO 21	Auto Electric II	3
AUTO 22A	Auto Electric III	1
AUTO 81	Air Bags	1
CERTIFICATE TOTAL.....		8

**BRAKE TECHNOLOGY
CERTIFICATE**

AND PREPARATION FOR EMPLOYMENT

Dept. No.	Title	Units
<u>Required Courses:</u>		
AUTO 1	Auto Principles I	2
	(or equivalent)	
AUTO 30	Auto Brake Systems	2
AUTO 31	Brake License Prep	1
AUTO 32	Anti-skid Brake Systems	1
CERTIFICATE TOTAL.....		6

**ENGINE PERFORMANCE AND
EMISSION CONTROL
CERTIFICATE**

AND PREPARATION FOR EMPLOYMENT
AS AN AUTOMOTIVE TUNE-UP & EMISSION
CONTROL SYSTEMS TECHNICIAN

(PREPARATION FOR STATE SMOG LICENSE TEST)

Dept. No.	Title	Units
<u>Required Courses:</u>		
AUTO 20	Auto Electric I.....	3
AUTO 23	Engine Performance I	2
AUTO 24	Engine Performance II	2
AUTO 25	Engine Performance III.....	2
AUTO 26	Engine Performance IV	2
AUTO 27A	BAR Clear Air Course I.....	2.5
AUTO 28A	BAR Clean Air Course II.....	2.5
CERTIFICATE TOTAL.....		16

**ENGINE REBUILDING
CERTIFICATE**

AND PREPARATION FOR EMPLOYMENT
AS AN AUTOMOTIVE ENGINE REBUILDING
SPECIALIST

Dept. No.	Title	Units
<u>Required Courses:</u>		
AUTO 1	Auto Principles I	2
	(or equivalent)	
AUTO 63A	Engine Rebuild I	2
AUTO 63B	Engine Rebuild II.....	2
CERTIFICATE TOTAL.....		6

GASEOUS FUELS CERTIFICATE

AND PREPARATION FOR EMPLOYMENT
AS A SPECIALIST IN THE INSTALLATION, REPAIR,
& SERVICING OF LIGHT & MEDIUM-DUTY
COMPRESSED NATURAL GAS &
PROPANE-POWERED VEHICLES

Dept. No.	Title	Units
<u>Required Courses:</u>		
AUTO 20	Auto Electric I.....	3
AUTO 23	Engine Performance I	2
AUTO 24	Engine Performance II	2
AUTO 25	Engine Performance III.....	2
AND the CNG option of:		
AUTO 90A	CNG Maint. & Conversion	2
AUTO 90B	CNG Diagnosis & Repair	2
OR the LPG option of:		
AUTO 91A	LPG Maint. & Conversion	2
AUTO 91B	LPG Diagnosis & Repair	2
CERTIFICATE TOTAL.....		13

Advisors: J. Tamulonis, L. DaShiell

**STANDARD TRANSMISSIONS
CERTIFICATE**

**AND PREPARATION FOR EMPLOYMENT
AS AN AUTOMOTIVE STANDARD TRANSMISSION
AND DRIVETRAIN SPECIALIST**

Dept. No.	Title	Units
Required Courses:		
AUTO 1	Auto Principles I (or equivalent)	2
AUTO 65A	Standard Transmission I	2
AUTO 65B	Standard Transmission II	2
CERTIFICATE TOTAL		6

**SUSPENSION & ALIGNMENT
CERTIFICATE**

**AND PREPARATION FOR EMPLOYMENT
AS AN AUTOMOTIVE ALIGNMENT AND
SUSPENSION TECHNICIAN**

Dept. No.	Title	Units
Required Courses:		
AUTO 1	Auto Principles I (or equivalent)	2
AUTO 33	Suspension & Alignment	2
AUTO 34	Automotive Steering	2
AUTO 80	Active Suspension Systems	1
CERTIFICATE TOTAL		7

Advisors: J. Tamulonis, L. DaShiell

BUSINESS

Courses in the Business Department have been developed for students who wish to:

1. Meet occupational qualifications of business and industry, or
2. Meet lower division requirements for transfer to a four-year college or university to obtain a Bachelor's and/or advanced degree in business, or
3. Survey the business field to determine personal aptitudes for, and interests in, a business career or as general preparation for dealing with the business community.

Occupational curricula are designed to prepare students, in two years or less, to enter a vocational field and successfully pursue an occupation. Students having such occupational goals should follow suggested curricula listed in this department section. Included in the suggested curricula are the core business courses basic to each occupational program. Students should consult their advisors to determine additional courses, within and outside the Business and Hospitality Industries Division, which are most appropriate to individual objectives.

Advisors:

Accounting: **M. Manis, F. Watson**
 Business Administration: **R. Post, F. Watson**
 Computer Information Systems: **Z. Becker,
 S. Brandon, C. Decker, T. Gillman**
 Computer Science: **T. Gillman**
 Economics: **H. Shahidi**
 General Business: **R. Post, F. Watson**
 Golf Management: **T. Manzoni**
 Hotel/Restaurant Management: **S. Beno,
 R. Post, F. Watson**
 Supervision & Management: **R. Immenhausen**

**ACCOUNTING CERTIFICATE
AND EMPLOYMENT PREPARATION**

Dept. No. Title Units

Required Courses:

BUAC 1	Accounting I	3
BUAC 2	Accounting II	3
BUAC 4	Tax Accounting I-Individuals	3
BUAC 5	Tax Accounting II-Small Bus/Corp ...	3
BUAC 10	Computer Accounting	2
BUAC 11	Automated Accounting Pract Set.....	1
CIS 70A	Computer Business Appl/Windows ...	3
or	CIS 72D, Excel I (3)	

Required Subtotal 18

Note: BUAC 66 is a prerequisite for BUAC 1

Recommended Electives (Choose 4 courses):

BUAC 6	Intro to Management Accounting	3
BUAC 7	Hospital and Medical Accounting	3
BUAC 3	Governmental Accounting	3
BUAC 8	Real Estate and Const. Accounting ...	3
BUAC 9	Hospitality Mgmt. Accounting	3
BUFI 1	Principles of Financial Analysis & Planning	3
BUFI 12	Money Mgmt/Planning	3
BUFI 13	Investment Opportunities	3
BUMA1	Principles of Management	3
BUMA10	Introduction to Business	3
or	BUMA 20A, Business Law (3)	
ECON 1	Principles of Macroeconomics	3
MATH 14	Statistical Methods	4
or	SOC 3, Fund. of Statistics (3)	

Elective Subtotal 12-13

CERTIFICATE TOTAL..... 30-31

Advisors: M. Manis, F. Watson

**BUSINESS ADMINISTRATION
ASSOCIATE OF ARTS DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION**

Dept. No. Title Units

Required Courses:

BUAC 1	Accounting I	3
BUAC 2	Accounting II	3
BUAC 6	Intro to Management Accounting	3
BUMA20A	Business Law	3

BUMA20B	Business Law	3
CIS 70A	Computer Business Appl/Windows ...	3
ECON 1	Principles of Macroeconomics	3
ECON 2	Principles of Microeconomics	3

Required Subtotal 24

General Education (Option 1 or 2) 34-43

Physical Education Activities 2

DEGREE TOTAL..... 60-69

Note: All students majoring in Business Administration are encouraged to take either Math 010 or Math 014 as partial fulfillment of the lower division General Education requirements for transfer to either CSU or UC. However, because Math requirements vary among institutions, each student should consult their intended transfer institution to verify that they have satisfied that institution's lower division General Education mathematics requirement.

Advisors: R. Post, F. Watson

**COMPUTER INFORMATION
SYSTEMS**

The Computer Information Systems program encompasses a broad area of study which includes basic computer concepts and microcomputer business applications. This program prepares students for entry-level positions, or for transfer to a four-year educational institution. Software studies include the latest versions of Windows, the Microsoft Office Suite, Internet applications, desktop and Web publishing. Courses are designed to develop basic and advanced computer skills and to develop problem-solving strategies.

The certificate and AA degree require 30 and 62 units respectively, with an emphasis on microcomputer application courses which prepare students for immediate entry into the job market. The AA degree also requires 18 units of general education.

For students who intend to transfer to a four-year institution, the major and/or general education requirements may differ. If you plan to transfer, you should (1) refer to the transfer degree requirements in this catalog; (2) consult the catalog of your prospective transfer institution; and (3) schedule an appointment with a counselor to develop a plan of study before you begin your program.

**Advisors: Z. Becker, S. Brandon,
C. Decker, T. Gillman**

**COMPUTER INFORMATION
SYSTEMS CERTIFICATE
AND EMPLOYMENT PREPARATION**

Dept. No. Title Units

Required Courses (12 units):

CIS	70A	Computer Business Appl/Windows...	3
CIS	70B	Windows and Internet	3
CIS	76B	Word I	3
CS	73	Intro to Computer Science	3

Business Applications Emphasis (15 units):

CIS	72D	Excel I	3
CIS	73C	Access I	3
CIS	78B	Word II	3
CIS	82C	Web Publishing I	3
CS	71D	Excel II	3

Internet Technologies Emphasis (15 units):

CIS	82C	Web Publishing I	3
CIS	83C	Web Publishing II/Java Script	3
CIS	84C	Web Publishing III/Perl	3
CIS	82D	Computer Graphics I	3
CIS	83D	Computer Graphics II	3

Computer Programming Emphasis (15-16 units):

CIS	83C	Web Publishing II/Java Script	3
CIS	84C	Web Publishing III/Perl	3
CS	86	Visual Basic Programming I	3
CS	86A	Visual Basic Programming II	3
CS	87	Assembler Language Programming ..	4
CS	89	C++ Programming I	3
CS	89A	C++ Programming II	3

Network Technologies Emphasis (15 units):

CIS	70C	Inside Your Computer	3
CS	72D	Networking I	3
CS	72E	Networking II	3
CS	72F	Networking III	3
CS	86	Visual Basic Programming I	3

Elective course - Any other Computer Science (CS),
Computer Information Systems (CIS), Management
(BUMA), or Accounting (BUAC) course 3

Required Courses 12
Emphasis Courses 15-16
Electives 3

CERTIFICATE TOTAL..... 30-31

Note: To ensure an individualized educational plan,
we *strongly* urge students to meet with an Academic
Advisor before selecting courses from these categories.
Some course substitutions may be approved.

**COMPUTER INFORMATION
SYSTEMS
ASSOCIATE OF ARTS DEGREE
AND EMPLOYMENT PREPARATION**

Dept. No. Title Units

Required Courses (12 units):

CIS	70A	Computer Business Appl/Windows...	3
CIS	70B	Windows and Internet	3
CIS	76B	Word I	3
CS	73	Intro to Computer Science	3

Business Applications Emphasis (15 units):

CIS	72D	Excel I	3
CIS	73C	Access I	3
CIS	78B	Word II	3
CIS	82C	Web Publishing I	3
CS	71D	Excel II	3

Internet Technologies Emphasis (15 units):

CIS	82C	Web Publishing I	3
CIS	83C	Web Publishing II/Java Script	3
CIS	84C	Web Publishing III/Perl	3
CIS	82D	Computer Graphics I	3
CIS	83D	Computer Graphics II	3

Computer Programming Emphasis (15-16 units):

CIS	83C	Web Publishing II/Java Script	3
CIS	84C	Web Publishing III/Perl	3
CS	86	Visual Basic Programming I	3
CS	86A	Visual Basic Programming II	3
CS	87	Assembler Language Programming ..	4
CS	89	C++ Programming I	3
CS	89A	C++ Programming II	3

Network Technologies Emphasis (15 units):

CIS	70C	Inside Your Computer	3
CS	72D	Networking I	3
CS	72E	Networking II	3
CS	72F	Networking III	3
CS	86	Visual Basic Programming I	3

Elective courses - Any other Computer Science (CS),
Computer Information Systems (CIS), Management
(BUMA), or Accounting (BUAC) courses 15

Required Core Courses 12
Emphasis Courses 15-16
Electives 15

General Education Requirements 18
Physical Education Activities 2

DEGREE TOTAL..... 62-63

COMPUTER SCIENCE

The Computer Science program prepares students for entry-level positions in computer programming or network administration, or for transfer to a four year educational institution. There are courses in the most popular of today's programming languages, including C++, Visual Basic, Java and assembly language, as well as in Windows NT and Windows 98 networking. Courses are designed to emphasize structured programming concepts that can be applied to any work or educational environment.

The certificate and non-transfer AA degree require 30 and 60 units respectively, with the emphasis on programming and computer application classes which prepare the student for immediate entry into the job market. The AA degree also requires 18 units of general education.

The transfer AA degree also requires 60 units, but the emphasis is on attaining the technical skills which are required for success in a computer science program at a four year institution. This includes three calculus classes and engineering physics, as well as 34-43 units of general education.

**COMPUTER SCIENCE
CERTIFICATE
AND EMPLOYMENT PREPARATION**

Dept. No. Title Units

Required Courses (9 units):

CIS	70A	Computer Business Appl/Windows ...	3
CIS	70B	Windows and Internet	3
CS	73	Intro to Computer Science	3

Programming (16 units):

CS	86	Visual Basic Programming I	3
CS	86A	Visual Basic Programming II	3
CS	87	Assembler Language Programming ...	4
CS	89	C++ Programming I	3
CS	89A	C++ Programming II	3

Elective courses - select from any other Computer Science (CS), Computer Information Systems (CIS), Management (BUMA), or Accounting (BUAC) courses 6

Required Courses 9

Programming 16

Electives 6

CERTIFICATE TOTAL 31

Advisor: T. Gillman

**COMPUTER SCIENCE
ASSOCIATE OF ARTS DEGREE
AND EMPLOYMENT PREPARATION**

Dept. No. Title Units

Required Courses (9 units):

CIS	70A	Computer Business Appl/Windows ...	3
CIS	70B	Windows and Internet	3
CS	73	Intro to Computer Science	3

Programming (16 units):

CS	86	Visual Basic Programming I	3
CS	86A	Visual Basic Programming II	3
CS	87	Assembler Language Programming ...	4
CS	89	C++ Programming I	3
CS	89A	C++ Programming II	3

Elective courses 15

Select from any other Computer Science (CS), Computer Information Systems (CIS), Management (BUMA), or Accounting (BUAC) courses

Required Courses	9
Programming	16
Electives	15
General Education Requirements	18
Physical Education Activities	2
DEGREE TOTAL	60

Advisor: T. Gillman

**COMPUTER SCIENCE
ASSOCIATE OF ARTS DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION**

Dept. No.	Title	Units
Required Transfer Courses :		
CS 73	Intro to Computer Science	3
CS 86	Visual Basic Programming I	3
CS 87	Assembler Lang Program.	4
CS 89	C++ Programming I	3
CS 89A	C++ Programming II	3
MATH2A	Multivariate Calculus	5
PH 2A	College Physics	5
and PH 2B	College Physics	5
OR PH 4A	Engineering Physics (5) &	
PH 4B	Engineering Physics (5)	
Required Transfer Subtotal		31
General Education (Option 1or 2)		34-43
Physical Education Activities		2
DEGREE TOTAL		67-76

Note: Physics requirements vary between institutions; consult with a faculty advisor before selecting Physics courses.

Advisor: T. Gillman

**ECONOMICS
ASSOCIATE OF ARTS DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION**

Dept. No.	Title	Units
Required Courses:		
BUAC 1	Accounting I	3
BUAC 2	Accounting II	3
CIS 70A	Computer Bus Appl/Windows	3
BUMA20A	Business Law	3
ECON 1	Principles of Macroeconomics	3
ECON 2	Principles of Microeconomics	3
SOC 3	Fund. of Statistics	3
OR MATH 14	Statistical Methods(4)	
Required Subtotal		21-22
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		2
DEGREE TOTAL		60-67

Advisor: H. Shahidi

**GENERAL BUSINESS
ASSOCIATE OF ARTS DEGREE
AND EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
Required Core Courses:		
BUAC 1	Accounting I	3
BUAC 2	Accounting II	3
BUAC 10	Computer Accounting	2
BUAC 11	Automated Acct Practice Set	1
BUMA1	Principles of Management	3
BUMA10	Intro. to Business	3
CIS 70A	Computer Bus Appl/Windows	3
ECON 1	Principles of Macroeconomics	3
ECON 2	Principles of Microeconomics	3
OR ECON 11,	Int'l Econ.Relat'ns (3)	
Electives (18 units) to be selected from the following areas with consent of an advisor: Accounting, Agri/Business, Business Law, Computer Science, Computer Information Systems, Economics, Finance, Hotel/Restaurant Management, Management, Marketing		
Required Core Courses Subtotal		24
Recommended Electives		18
General Education Requirements		18
Physical Education Activities		2
DEGREE TOTAL		62

Advisors: R. Post, F. Watson

**GOLF MANAGEMENT CERTIFICATE
AND EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
Required Courses:		
AGPS 5	Plant Science	3
AGPS 5L	Plant Science Lab	1
BUAC 1	Accounting I	3
OR BUAC 66	Intro. to Accounting (3)	
BUMA1	Principles of Management	3
BUMA24	Resort Personnel/Human Rel	2
BUMA25	Golf Shop Operations	1
CART 28	Resort Food & Beverage Operations	3
GOLF 29	Methods of Teaching Golf	2
GOLF 30	Short Game and Putting	2
GOLF 32	Teaching Lab	2
GOLF 34	Club Design and Repair	2
GOLF 36	Fund. and Rules of Golf	2
OH 33	Golf Car Maintenance	2
OH 34	Golf Course Management	3
CERTIFICATE TOTAL		31

Advisor: T. Manzoni

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GOLF MANAGEMENT ASSOCIATE OF ARTS DEGREE AND EMPLOYMENT PREPARATION

Dept. No. Title Units

Required Courses:

AGPS 5	Plant Science	3
AGPS 5L	Plant Science Lab	1
BUAC 1	Accounting I	3
OR	BUAC 66 Intro. to Accounting (3)	
BUMA1	Principles of Management	3
BUMA24	Resort Pers/Hum Rel	2
BUMA25	Golf Shop Operations	1
CART 28	Resort Food and Beverage Operations	3
GOLF 29	Methods of Teaching Golf	2
GOLF 30	Short Game and Putting	2
GOLF 32	Teaching Lab	2
GOLF 34	Club Design and Repair	2
GOLF 36	Fund and Rules of Golf	2
OH 33	Golf Car Maintenance	2
OH 34	Golf Course Management	3

Required Subtotal 31

Recommended Electives (11 units):

AGPS 1	Soils and Plant Nutrition	4
AGPS 30	Agri Chemical Appl Safety	3
BUMA10	Introduction to Business	3
BUMA20A	Business Law	3
BUMA27	Marketing	3
BUSM82	Purchasing	2
CIS 70A	Computer Bus Appl/Windows	3
ECON 1	Principles of Macroeconomics	3
OH 4	Turfgrass Management	2
OH 8	Park and Landscape Mgmt	3
OH 9	Landscape Planning&Design	3
OH 20	Landscape Construction	3
OH 30	Landscape Equipment	3
OH 46	Landscape Irrigation Systems	2
PE 86	Tennis	1
RE 1	Intro to Community Recreation	3
RE 2	Recreation Field Work	1

Required Subtotal 31

Elective Subtotal 11

General Education Requirements 18

DEGREE TOTAL..... 60

Advisor: T. Manzoni

HOTEL AND RESTAURANT MANAGEMENT ASSOCIATE OF ARTS DEGREE WITH EMPHASIS ON TRANSFER PREPARATION

This degree satisfies the lower division core courses and general education requirements leading to a B.S. degree in Hotel and Restaurant Management from California State Polytechnic University, Pomona.

Dept. No. Title Units

Required Core Courses:

BUAC 1	Accounting I	3
BUAC 2	Accounting II	3
BUHM50	Intro to Hospitality Industry	3
BUHM63	Hotel & Restaurant Operations	3
BUMA20A	Business Law	3
CART 1	Sanitation, Safety & Equipment	3
CART 3	Principles of Cooking	5

Required Subtotal 23

General Education (Option 1* or 2) 34-43

*Transferable Electives (as needed) 1

Physical Education Activities 2

DEGREE TOTAL..... 60-68

Advisors: S. Beno, R. Post, F. Watson

SUPERVISION & MANAGEMENT

This curriculum is designed to offer a major in management for the employed working manager and people wishing to prepare for a career in management. A certificate is awarded and an Associate Degree may be earned built around a core program and electives approved by the Program Advisor.

Management as a discipline is an accumulated body of knowledge that can be learned by study. Management is a subject with principles, concepts, and theories, which we study to understand and learn practical applications in the process of managing.

The paradigm of quality management, globalization, and worker empowerment are emphasized throughout the curriculum to prepare the student for the ever changing world of work and managing human resources in the millennium ahead.

**SUPERVISION & MANAGEMENT
CERTIFICATE
AND EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
Required Courses:		
BUSM91	Elements of Supervision	2
BUSM92	Psychology for Supervisors	2
BUSM93	Human Relations	2
BUSM94	Comm. I for Supervisors.....	2
Required Subtotal		8
Elective Subtotal		16
Electives to be selected from eight (8) of other Supervision classes offered; at two (2) units each for a total of 16 units.		
CERTIFICATE TOTAL.....		24
Advisors: R. Immenhausen, F. Watson		

**SUPERVISION AND MANAGEMENT
ASSOCIATE OF ARTS DEGREE
AND EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
Required Courses:		
BUSM 70	Affirm. Action for Supervisors	2
BUSM 81	Quality Management	2
BUSM 82	Purchasing	2
BUSM 83	Developing Employees Through Training.....	2
BUSM 84	Job Analysis for Wage Admin.	2
BUSM 91	Elements of Supervision	2
BUSM 92	Psychology for Supervisors	2
BUSM 93	Human Relations	2
BUSM 94	Comm. I for Supervisors.....	2
BUSM 95	Comm. II for Supervisors	2
BUSM 96	Labor-Mgmt. Relations.....	2
BUSM 97	Org. Patterns & Mgmt.	2
BUSM 98	Work Simplification	2
BUSM 99	Cost Control for Supervisors	2
Four (4) units from the following may be substituted for any two (2) of the above courses:		
BUSM 71	Safety Management	2
BUMA1	Principles of Management	3
BUMA10	Introduction to Business	3
BUMA27	Marketing.....	3
Required Subtotal		28
Elective Subtotal		14
General Education Requirements		18
DEGREE TOTAL.....		60
Advisors: R. Immenhausen, F. Watson		



*Class Project: A Putting Green!
Photo by Tom Wixon, COD*

COMMUNICATION

Programs within the Communication Department include Communication, English As A Second Language, Journalism, Mass Communication, Radio-Television, Reading, and Speech.

The Department offers exciting, enriching, and challenging educational opportunities for students in Transfer and Occupational (Non-transfer) programs. Language is vital to our most important achievements. We must utilize both the written and spoken word to attain our goals, and appreciate a diversity of perspectives, cultures, and languages to fulfill our human potential.

A wide range of courses are offered to help students reach their objectives. Courses are arranged in complementary programs of English Composition and Literature, Communication, Journalism, Mass Communication, Reading, and Speech.

ESL, English as a Second Language, is a credit program especially developed for non-native speakers of English and for those who speak English as a second language. The credit ESL program offers multi-level courses in writing, reading and speaking to prepare students for the demands of higher education or a vocational diploma. (See *Developmental Education* for the non-credit ESL program.)

Foreign Language (French, German, Italian, Japanese, Russian, and Spanish) and *Humanities* are Departments within the Communication Division and are listed separately.

NOTE: Students applying any of the Communication required courses to their general education package will make up an equivalent number of units by additional study in the major, chosen in consultation with an advisor from the Communication Department.

COMMUNICATION
ASSOCIATE OF ARTS DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION

Dept. No.	Title	Units
<u>Required Core Courses:</u>		

ENG	1A	Composition	4
ENG	1B	Literature & Composition	3
SP	1	Intro. to Human Comm.	3
SP	7	Decision Making/Advocacy	3
MC	1	Mass Media in Amer. Culture	3
SP	4	Public Speaking	3
OR	SP 5	Group Discussion/Leadership (3)	
OR	MC 3	Telecommunications (3)	
AND	One of the following		3
ENG	5A or 5B	Creative Writing (3)	
ENG	1C	Critical Thinking & Composition (3)	
ENG	41	Technical & Professional Writing (3)	
J	3A	News Reporting & Writing (3)	
RTV	5	Radio&Television Writing (3)	

Required Subtotal	22
General Education (Option 1* or 2)	34-43
*Transferable Electives (as needed)	3
Physical Education Activities	<u>2</u>
DEGREE TOTAL.....	61-67

Advisors: C. Brant, B. Crites, L. Lawliss,
L. Morante, R. Nolan, R. Rawnsley,
J. Tapleshay, J. Wentz

**COMPOSITION
ASSOCIATE OF ARTS DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION**

Dept. No. Title Units

Required Courses:

ENG 1A Composition 4
ENG 1B Composition/Literature 3

Plus two courses from the following:

ENG 5A Creative Writing 3
J 3A News Reporting 3
RTV 5 Radio & Television Writing 3

At least three courses from the following:

ENG 10A American Literature I 3
ENG 10B American Literature II 3
ENG 11A Survey of English Lit 3
ENG 11B Survey of English Lit 3
ENG 12A World Literature I 3
ENG 12B World Literature II 3
ENG 14 Shakespeare 3
ENG 15 The Short Story 3
ENG 16 Literature of the Desert 3
ENG 17 Women in Literature 3
ENG 18 Introduction to Poetry 3
ENG 21 Intro to Latin American/Chicano Lit . 3
ENG 22 Intro to African American Literature . 3
ENG 25 Intro to the Novel 3
ENG 31 The Old Testament 3
ENG 32 The New Testament 3
ENG 35 Myth and Legend 3
SP 4 Public Speaking 3
SP 7 Decision Making/Advocacy 3
TA 69A,B Dramatic Literature 3,3
MC 1 Mass Media in Amer. Culture 3

Required Subtotal 22
General Education (Option 1* or 2) 34-43
*Transferable Electives (as needed) 3
Physical Education Activities 2
DEGREE TOTAL 61-67

**Advisors: C. Brant, L. Lawliss,
L. Morante, R. Nolan, R. Rawnsley,
J. Tapleshay, J. Wentz**

**LITERATURE
ASSOCIATE OF ARTS DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION**

Dept. No. Title Units

Required Courses:

ENG 1A Composition 4
ENG 1B Composition/Literature 3
ENG 10A American Literature I 3
OR ENG 10B Amer. Literature II (3)
OR ENG 11A Survey of English Lit (3)
OR ENG 11B Survey of English Lit (3)

Plus four courses from the following:

ENG 5A Creative Writing 3
ENG 10A American Literature I 3
ENG 10B American Literature II 3
ENG 12A,B World Literature I and II 3,3
ENG 14 Shakespeare 3
ENG 15 The Short Story 3
ENG 16 Literature of the Desert 3
ENG 17 Women in Literature 3
ENG 18 Introduction to Poetry 3
ENG 21 Intro to Latin American/Chicano Lit . 3
ENG 22 Intro to African American Literature . 3
ENG 25 Intro to the Novel 3
ENG 31 The Old Testament 3
ENG 32 The New Testament 3
ENG 35 Myth and Legend 3
SP 4 Public Speaking 3
TA 69A,B Dramatic Literature 3,3

Required Subtotal 22
General Education (Option 1* or 2) 34-43
*Transferable Electives (as needed) 3
Physical Education Activities 2
DEGREE TOTAL 61-67

**Advisors: C. Brant, B. Crites, L. Lawliss,
L. Morante, R. Nolan, R. Rawnsley,
J. Tapleshay, J. Wentz**

98 COMMUNICATION

JOURNALISM ASSOCIATE OF ARTS DEGREE WITH EMPHASIS ON TRANSFER PREPARATION

Dept. No.	Title	Units
Required Courses:		
MC 1	Mass Media in Amer. Culture	3
J 3A	News Reporting	3
J 4A	Basic Newspaper Prod	3
J 4B	Intermediate Newspaper Prod.....	3
J 4C	Advanced Newspaper Prod	3
Electives (Consult Advisor).....		5-6
Required Subtotal		20-21
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		4
Physical Education Activities		<u>2</u>
DEGREE TOTAL.....		60-66
Advisor: F. Attoun		

MASS COMMUNICATION ASSOCIATE OF ARTS DEGREE WITH EMPHASIS ON TRANSFER PREPARATION

Dept. No.	Title	Units
Required Courses:		
MC 1	Mass Media in Amer. Culture	3
J 3A	News Reporting and Writing	3
Five courses from the following:		
MC 3	Telecommunications	3
MC 4	Intro. to Media Advertising	3
MC 5	Intro. to Public Relations	3
J 4A	Basic Newspaper Prod	3
J 4B	Intermediate Newspaper Prod.....	3
J 4C	Advanced Newspaper Prod	3
J 7	Intro. to Photojournalism	3
RTV 2	Radio&TV Announcing.....	2
RTV 3A	Audio Production	3
RTV 3B	Advanced Audio Production	3
RTV 4A	Television Production	3
RTV 4B	Adv. Television Production	3
RTV 5	Radio Television Writing	3

Required Subtotal	20-21
General Education (Option 1* or 2)	34-43
*Transferable Electives (as needed)	4
Physical Education Activities	<u>2</u>
DEGREE TOTAL.....	60-66

*HUM 1 - Critical Analysis is recommended to satisfy a General Education requirement.

Advisors: F. Attoun, B. Crites

SPEECH ASSOCIATE OF ARTS DEGREE WITH EMPHASIS ON TRANSFER PREPARATION

Dept. No.	Title	Units
Required Courses:		
SP 1	Intro. to Human Comm.	3
SP 5	Group Discussion/Leadership.....	3

Electives (A minimum of nine (9) units to be selected from the following):

SP 2	Oral Interpretation of Lit.	3
SP 4	Public Speaking	3
SP 7	Decision Making/Advocacy	3
SP 15	Intercultural Communication	3

A minimum of six (6) units from cognate areas of Communication and/or Social Sciences -confer with Speech advisor. 6

Required Subtotal	21
General Education (Option 1* or 2)	34-43
*Transferable Electives (as needed)	3
Physical Education Activities	<u>2</u>
DEGREE TOTAL.....	60-66

Advisor: B. Crites

CULINARY ARTS

The Culinary Arts Program at College of the Desert provides training for careers in the Food Service and Lodging Industries, one of the fastest growing sectors in today's job market. The program includes training at three levels: entry, intermediate and advanced.

This program is designed to prepare future working cooks and chef apprentices, provide courses for the student desiring personal enrichment, and enhance the skills and professional qualifications of cooks and chefs employed in the local industry.

Advisor: S. Beno

**BASIC CULINARY ARTS
CERTIFICATE
AND EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
<u>Required Courses:</u>		
CART 01	Sanitation & Safety	3
CART 03	Principles of Cooking	5
CART 04	Pantry	5
CART 33	Intro. to Baking	4
BUHM50	Intro. to Hospitality Industry	3
CERTIFICATE TOTAL.....		20

**INTERMEDIATE CULINARY ARTS
CERTIFICATE
AND EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
<u>Required Courses:</u>		
CART 01	Sanitation & Safety	3
CART 03	Principles of Cooking	5
CART 04	Pantry	5
CART 06	Garde Manger	5
CART 33	Intro. to Baking	4
CART 34	Intermediate Baking.....	4
CART 35	Operations Mgmt. (Production Cooking)	4
BUHM50	Intro. to Hospitality Industry	3
BUMA01	Principles of Management	3
Required Business Elective		3
CERTIFICATE TOTAL.....		39

**CULINARY MANAGEMENT
ASSOCIATE OF ARTS DEGREE
AND EMPLOYMENT PREPARATION**

(INCLUDES CERTIFICATE PROGRAM)

Dept. No.	Title	Units
<u>Required Courses:</u>		
CART 01	Sanitation & Safety	3
CART 03	Principles of Cooking	5
CART 04	Pantry	5
CART 06	Garde Manger	5
CART 10	Food Procurement & Cost Control	3
CART 11	Menu Planning	3
CART 33	Intro. to Baking	4
CART 34	Intermediate Baking.....	4
BUHM50	Intro. to Hospitality Industry	3
BUHM63	Hotel & Restaurant Operations	3
BUMA01	Principles of Management	3
CIS 70A	Computer Business Appl/Windows... 3	
CERTIFICATE TOTAL.....		44
General Education Subtotal		<u>18</u>
DEGREE TOTAL.....		62

Advisor: S. Beno

DEVELOPMENTAL EDUCATION

An integral part of the course offerings at College of the Desert available to the residents of the Coachella Valley are the basic and academic skills courses offered by Developmental Education. Developmental Education makes it possible for adult students to complete courses in several fundamental skill areas.

Many classes and programs are open-entry, open-exit, thereby allowing students to register at any time during the school year. Classes are held day and evening and at both on-campus and off-campus locations.

The courses in Adult Basic Education are centered around the learning skills normally acquired in grades 1-8 with the emphasis on developing reading, writing, mathematics, communication and life skills.

Credit may also be earned for those interested in acquiring their high school diploma. Anyone 18 years of age or older is welcome to begin studies leading to high school graduation. Adults who enter the high school completion program are able to transfer credit received at previous high schools they may have attended, as well as to obtain credit for military service, technical school attended, and work experience.

The Division also offers a program to prepare students for the GED Test. Many businesses and governmental agencies accept the GED certificate in lieu of the high school diploma. Arrangements to take the GED Test are to be made directly with the Division. There is a fee for the GED Test.

Developmental Education offers the Non-Credit ESL program, an intensive series of multi-skill courses which meet the needs of students not fluent in English. Persons from the literacy level to the highly advanced level of English proficiency acquire the skills required for their daily lives and prepare themselves to enter high school completion, vocational or academic programs. Please see *Communication* for information on the Credit ESL program.

The Developmental Education Division is located upstairs in the Hilb Student Center building at the center of the campus.

HIGH SCHOOL DIPLOMA

The following courses are available for high school credit:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>
DE	318A-B	Life Skills: Getting it Together
DE	320A-D	Fundamentals of English
DE	322A-B	Advanced Fundamentals of English
DE	323A	American Literature
DE	323B	World Literature
DE	324A-B	Reading Control Lab
DE	326A-B	U.S. History
DE	328A-B	Practical American Government
DE	332A-B	World History
DE	334	U.S. Citizenship
DE	335A-B	World Geography I & II
DE	342A-C	Practical Basic Math
DE	343A-B	Computer Discovery
DE	344A-B	Math for Living
DE	346A-B	Algebra I & II
DE	348A-B	General Science
DE	351A	Science: Land Animals
DE	351B	Science: Water Life
DE	361A	Fine Arts: Art
DE	361B	Fine Arts: Music
DE	361C	Fine Arts: Theater
DE	364A-D	GED Test Preparation
DE	368A-B	Beginning Typing I & II
DE	376A-D	Advanced Typing I & II
DE	378A-B	Psychology
DE	391A-B	Health Issues I & II
DE	396	World of Work

ENGLISH AS A SECOND LANGUAGE
(NON-CREDIT)

The English as a Second Language Program which operates on an open-entry basis, offers instruction at all levels of proficiency for persons who are learning English as a second language. All persons 18 years of age and older, regardless of their educational background are welcome to participate in this program.

Dept.	No.	Title
DE	309 A	ESL Literacy
DE	310 A-F	ESL Comprehensive I-VI
DE	382 A-F	ESL Grammar I-VI
DE	384 A-F	ESL Reading/Writing I-VI
DE	386 A-F	ESL Oral Comm I-VI
DE	388 A-F	ESL Conversation I-VI
DE	399	ESL Language Laboratory

EL INGLES COMO SEGUNDO IDIOMA

Inglés Como Segundo Idioma: el departamento de "Developmental Education", ofrece programas de instrucción para todos los niveles de habilidad para las personas que están estudiando el inglés como lengua extranjera o segundo idioma. Se encuentra en el segundo piso de lo que antes era la biblioteca y ahora es el centro estudiantil, localizado frente a la fuente de agua del Colegio del Desierto. Las clases que se ofrecen en este departamento reciben nuevos estudiantes todos los días.

Cada persona de 18 años o más, sin tener en cuenta su educación previa, es bienvenida a este programa.

DIGITAL DESIGN AND PRODUCTION

The Digital Design & Production program is intended to prepare students to work in the rapidly expanding field of computer graphics. Combining general computer graphics courses with specific graphic design courses, students are prepared for an entry-level position or advancement within the industry. In addition to acquiring general computer graphics skills, students are familiarized with new media software, understand basic code, use computer graphics terminology, complete a project from concept to printed or web ready image, synthesize various design skills to create traditional and new media projects, as well as work in collaborative teams throughout the design process. Students in the Digital Design & Production program develop a portfolio of work demonstrating their skills and knowledge in computer graphics/digital design.

Students who once needed no computer graphics skills to be competitive in the job market are finding that they now need those abilities to move forward in their careers. This program focuses on providing the necessary skills to successfully use computer graphics programs to prepare projects for print and the web.

DIGITAL DESIGN & PRODUCTION CERTIFICATE
AND EMPLOYMENT PREPARATION

Dept.	No.	Title	Units
<u>Required Courses:</u>			
DDP	1	Computer Graphics I	3
DDP	2	Computer Graphics II	3
DDP	10	Graphic Design I	3
DDP	11	Graphic Design II	3
DDP	20	New Media I	3
Required Subtotal			15

(Continued on next page.....)

102 DISABLED STUDENTS

Electives - 9 units to be chosen with Advisor approval:

ART 1A	Drawing and Composition	3
ART 3A	Basic Design and Color	3
ART 30A	Photography I: Black & White	2
CIS 70A	Computer Business Appl/Windows ...	3
CIS 70B	Windows and the Internet	3
CIS 82C	Web Publishing I	3
CIS 83C	Web Publishing II/Java Script	3
DDP 31	Digital Photography	3
MUS 78A	Computers and Music	3

Elective Subtotal 9

CERTIFICATE TOTAL..... 24

Advisor: D. Acquistapace

DIGITAL DESIGN & PRODUCTION ASSOCIATE OF ARTS DEGREE AND EMPLOYMENT PREPARATION

Dept. No. Title Units

Required Courses:

DDP 1	Computer Graphics I	3
DDP 2	Computer Graphics II	3
DDP 10	Graphic Design I	3
DDP 11	Graphic Design II	3
DDP 20	New Media I	3

Required Subtotal 15

Electives - Choose 25 units (with Advisor approval):

ART 1A	Drawing and Composition	3
ART 3A	Basic Design and Color	3
ART 10	Introduction to Art	3
ART 30A	Photography I: Black & White	2
CIS 70A	Computer Business Appl/Windows ...	3
CIS 70B	Windows and the Internet	3
CIS 82C	Web Publishing I	3
CIS 83C	Web Publishing II/Java Script	3
CS 73	Introduction to Computer Science	3
DDP 31	Digital Photography	3
MUS 78A	Introduction/Computers and Music ...	3

Required Subtotal 15

Elective Subtotal 25

General Education Subtotal (confer with Advisor) . 18

Physical Education Activities 2

DEGREE TOTAL..... 60

Advisor: D. Acquistapace

DISABLED STUDENTS PROGRAMS AND SERVICES

Students with disabilities at College of the Desert participate in the same activities and courses as any student. Special services are offered to provide a more equitable classroom experience and to help successfully integrate the student into college life. Such services provided include: priority registration, tutoring, interpreters, notetakers, specialized counseling, and special equipment to those who qualify.

Special instruction is available to qualified students. Participation is voluntary, and interested students must apply for special instruction programs. Special instructional programs include: Learning Disabled; Acquired Brain Injured; the Computer Access/High Tech programs, WorkAbility III, and the individualized Instructional Support Lab. A varied program of Physical Activities is offered as well.

All interested individuals are urged to contact the Learning Disabilities Specialist, the Counselor or the Coordinator of Disabled Students, Programs and Services for further information:

(760) 773-2534; TDD (760) 773-2598.



DRAFTING/CAD

Drafting/CAD programs have a common objective - they are aimed at the betterment of the human physical environment. These programs endeavor to give the student a technical background, a set of social values, and a range of occupational skills, which result in creative expression.

The various curricula in Drafting/CAD are intended to be as flexible as possible to best serve student needs. The Drafting/CAD programs will have a common core of courses which provides undecided students an opportunity to change disciplines within the Environmental Design group without backtracking and starting over. It also offers students valuable insights into other related disciplines and occupations.

Transfer programs include courses that are designed to meet the requirements of selected universities. Students should check transfer status of individual courses depending on their choice of a transfer institution. The occupational programs are designed to prepare students for employment immediately upon graduation.

GENERAL DRAFTING
CERTIFICATE

AND EMPLOYMENT PREPARATION

Dept. No. Title Units

Required Courses:

DRA 1	Technical Drafting I.....	3
DRA 7	Drafting/Design CAD Project.....	2
DRA 8	AutoCAD Level I.....	2
DRA 9	AutoCAD Level II.....	2
ARCH 1	Intro to Architectural Professions.....	3
ARCH 2	Materials of Construction.....	4
ARCH 3A	Architectural Practices I.....	3
ARCH 3B	Architectural Practices II.....	3
ARCH 5	Intro to Drawing & Perspectives.....	2
ARCH 6	Architectural Delineation.....	2.5
ARCH 7	Drawing & Graphic Analysis.....	2
CIS 70A	Computer Business Appl/Window....	3

CERTIFICATE TOTAL..... 31.5

Advisors: D. Acquistapace, R. O'Donnell

GENERAL DRAFTING
ASSOCIATE OF ARTS DEGREE
AND EMPLOYMENT PREPARATION

Dept. No. Title Units

Required Courses:

DRA 1	Technical Drafting I.....	3
DRA 7	Drafting/Design CAD Project.....	2
DRA 8	AutoCAD Level I.....	2
DRA 9	AutoCAD Level II.....	2
ARCH 1	Intro to Architectural Professions.....	3
ARCH 2	Materials of Construction.....	4
ARCH 3A	Architectural Practice I.....	3
ARCH 3B	Architectural Practice II.....	3
ARCH 5	Intro to Drawing & Perspective.....	2
ARCH 6	Architectural Delineation.....	2.5
ARCH 7	Drawing & Graphic Analysis.....	2
CIS 70A	Computer Business Appl/Windows...	3

Required Subtotal 31.5

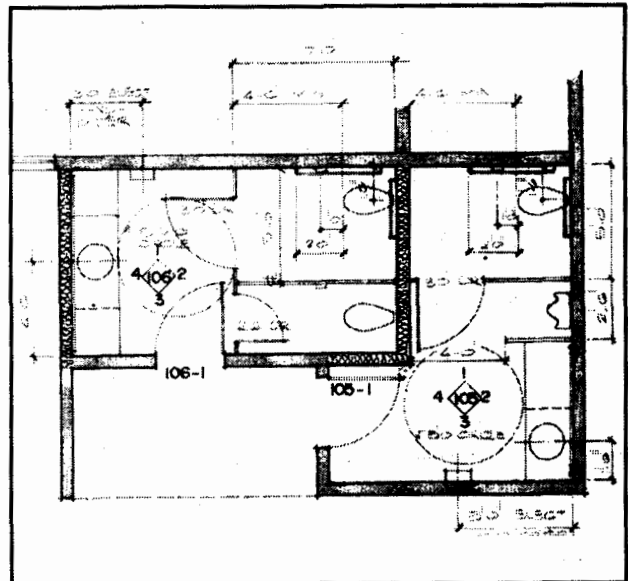
Elective Subtotal (with Advisor approval) 10

General Education Subtotal 18

Physical Education Activities..... 2

DEGREE TOTAL..... 61.5

Advisors: D. Acquistapace, R. O'Donnell



**EARLY CHILDHOOD
EDUCATION**

The Division of Health Sciences and Early Childhood Education is developing certificate and degree programs to serve the needs of our growing college community. Program areas that deal with serving the public at large are under our purview.

Students pursuing a Certificate or Degree in Early Childhood Education should confer with their Faculty Advisor regarding elective choices and State Credential requirements and procedures.

Advisor: L. Young

**EARLY CHILDHOOD EDUCATION
ASSOCIATE OF ARTS DEGREE**

**AND EMPLOYMENT PREPARATION
AND**

**STATE OF CALIFORNIA SITE SUPERVISOR
CREDENTIAL PREPARATION**

Dept. No. Title Units

Required Courses:

ECE	1	Introduction to Early Childhood Programs	3
ECE	10A	Child Growth & Development.....	3
ECE	12	Child, Family and Community	3
ECE	14	Early Childhood Principles & Practices	3
ECE	15	Early Childhood Laboratory	2
ECE	20	Infant/Toddler Growth & Development	3
ECE	24	Administration of Programs for Young Children	3
ECE	25	Adv. Admin. of Programs for Young Children	3
ECE	40A	Creativity in Young Children	2
ECE	40C	Music for Young Children	2
ECE	42	Play, Socialization, Discipline	3
ECE	44	Child Health,Safety & Nutrition	3
Required Core Subtotal			33

***Required COD General Education Courses:**

ENG	1A	Composition	4
NR	1	Consv Naturl Resources	3
NR	1L	Consv Naturl Res Lab.....	1
OR	BI 4	Elements of Biology (3) and BI 4L Elements of Biology Lab (1)	
HUM		Humanities course from catalog	3
PSY	1	General Psychology	3
HIST	17 or 18	U.S. History	3
MATH	40	Intermed. Algebra	4
General Education Subtotal			21
ELECTIVES - Select 4 units from ECE or COD General Education Course List with Advisor approval			
Core Requirements			33
General Education Requirements*			21
Electives (ECE or General Education)			4
Physical Education Activities			2

DEGREE TOTAL..... 60

*General Education courses required by the State of California for the Site Supervisor Credential.

Note: State of California also requires 350 days of experience working in a child care program to apply for a Site Supervisor Credential.

**EARLY CHILDHOOD EDUCATION
ASSOCIATE OF ARTS DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION**

**(DOES NOT SATISFY SITE SUPERVISOR
CREDENTIAL REQUIREMENTS)**

Dept. No. Title Units

Required Core Courses:

ECE	10A	Child Growth & Development	3
ECE	12	Child, Family and Community	3
ECE	14	Early Childhood Principles & Practices	3
ECE	15	Early Childhood Laboratory	2
ECE	20	Infant/Toddler Growth & Development	3
ECE	32	Child Abuse and Neglect	1
ECE	42	Play, Socialization, Discipline	3
Required Core Subtotal			18

***Required General Education Courses:**

ENG 1A	Composition	4
BI 4	Elements of Biology	3
BI 4L	Elements of Biology Lab	1
HIST 17	or 18 U.S. History	3
PS 1	Intro to Government	3
PSY 1	General Psychology	3
PSY 3	Developmental Psychology	3
SOC 1	Intro to Sociology	3
SOC 3	Fundamentals of Statistics	3
OR	MATH 14 Statistical Methods (4)	

Required General Education Subtotal 26-27

****Additional General Education Courses:**

Oral Communication	3
Critical Thinking	3
Physical Science	3
Humanities	9

Required Additional G.E. Courses Subtotal 18

Required Core Subtotal 18

Required General Education Subtotal 26-27

Additional General Ed. Courses** 18

Physical Education Activities 2

DEGREE TOTAL..... 64-65

*Requirements based on ECE Major transferring to CSUSB. Consult advisor on course selection.



****Admission and General Education Requirements** vary depending on transfer institution. Consult advisor and transfer institution catalog for appropriate selection.

Advisor: L. Young

**STATE REQUIREMENTS FOR
ECE ASSOCIATE TEACHERS**

The following courses fulfill the California State requirement of 12 semester units for fully qualified associate teachers in private nursery schools and child care centers. The State of California also requires 50 days of experience working in a child care program to apply for an Associate Teacher Credential.

**TITLE 22
ASSOCIATE TEACHER
CERTIFICATE**

Dept. No. Title Units

Required Courses:

ECE 1	Intro to Early Childhood Programs....	3
ECE 10A	Child Growth & Development.....	3
ECE 12	Child, Family & Community	3
ECE 40A	Creativity in Young Children	2
ECE 42	Play, Socialization & Discipline	3
CERTIFICATE TOTAL.....		14

**EARLY CHILDHOOD EDUCATION
CERTIFICATE**

LICENSED FAMILY CHILD CARE

Dept. No. Title Units

Required Courses:

ECE 10A	Child Growth & Development	3
ECE 12	Child, Family and Community	3
ECE 20	Infant/Toddler Growth & Development.....	3
ECE 32	Child Abuse and Neglect	1
ECE 45A	Licensed Family Child Care I.....	1
ECE 45B	Licensed Family Child Care II	1
CERTIFICATE TOTAL.....		12

Advisor: L. Young

**EARLY CHILDHOOD EDUCATION
TEACHER CERTIFICATE
AND
PREPARATION FOR STATE CREDENTIAL**

Dept. No. Title Units

Required Core Courses:

ECE 1	Intro to Early Childhood Programs....	3
ECE 10A	Child Growth & Development.....	3
ECE 12	Child, Family & Community	3
ECE 14	Early Childhood Principles & Practices	3
ECE 15	Early Childhood Laboratory	2
ECE 20	Infant/Toddler Growth & Development	3
ECE 40A	Creativity in Young Children	2
ECE 40C	Music for Young Children	2
ECE 42	Play, Socialization, Discipline	3
ECE 44	Child Health, Safety & Nutrition	3

Required Core Subtotal 27

Recommended General Education Courses:

ENG 1A	Composition	4
NR 1	Consv Naturl Resources	3
NR 1L	Consv Naturl Res Lab.....	1
OR BI 4	Elements of Biology (3) and	
BI 4L	Elements of Biology Lab (1)	
SPAN 1	Elementary Spanish	5
PS 1	Intro to Government	3
PSY 1	General Psychology	3

Recommended General Education Subtotal 19

Required Core Subtotal 27

CERTIFICATE TOTAL..... 46

Note: State of California also requires 175 days of experience working in a child care program to apply for a Teacher Credential.

Advisor: L. Young

**EARLY CHILDHOOD EDUCATION
MASTER TEACHER CERTIFICATE
AND
PREPARATION FOR STATE CREDENTIAL**

Dept. No. Title Units

Required Courses:

ECE 1	Intro to Early Childhood Programs....	3
ECE 10A	Child Growth & Development.....	3
ECE 12	Child, Family & Community	3
ECE 14	Early Childhood Principles & Practices	3
ECE 15	Early Childhood Laboratory	2
ECE 20	Infant/Toddler Growth & Development	3
ECE 23	The Mentor Teacher	2
ECE 40A	Creativity in Young Children	2
ECE 40C	Music for Young Children	2
ECE 42	Play, Socialization, Discipline	3
ECE 44	Child Health, Safety & Nutrition	3

ECE Specialization courses 6

Special Education:

ECE 33	Survey of Special Education (3) and	
ECE 35	Issues in Special Education (3)	

Or Curriculum:

ECE 19	Children's Language & Lit (3) and	
ECE 30	Curriculum Design (3)	

Required Core Subtotal 35

Recommended General Education Courses:

ENG 1A	Composition	4
NR 1	Consv Naturl Resources	3
NR 1L	Consv Naturl Res Lab.....	1
OR BI 4	Elements of Biology (3) and	
BI 4L	Elements of Biology Lab (1)	
SPAN 1	Elementary Spanish	5
PS 1	Intro to Government	3
PSY 1	General Psychology	3

General Education Subtotal 19

Required Core Subtotal 35

CERTIFICATE TOTAL..... 54

Note: State of California also requires 350 days of experience working in a child care program to apply for a Master Teacher Credential.

Advisor: L. Young

FIRE TECHNOLOGY

College of the Desert offers courses in the Fire Technology field that will count toward a certificate or Associate in Science Degree. These courses are designed for students that plan to transfer to a four-year institution, gain employment in the Fire Technology field, or as a refresher for those currently employed in some area of Fire Technology.

The approved list of courses include those accredited by the California Fire Service Training and Educational System for State Board of Fire Technology certification.

Advisor: D. Walker

**FIRE TECHNOLOGY
CERTIFICATE
AND EMPLOYMENT PREPARATION**

Dept. No. Title Units

Required Courses:

FIRE 1	Fire Protection Organizations	3
FIRE 2	Fire Prevention	3
FIRE 3	Fire Protection Equipment & Systems	3
FIRE 4	Building Construction for Fire Protection	3
FIRE 5	Fire Behavior & Combustion.....	3
FIRE 6	Hazardous Materials/ICS	3
EMT 84	Emergency Medical Tech I.....	6
Required Subtotal		24
Electives (with advisor approval)		4
CERTIFICATE TOTAL.....		28

**FIRE TECHNOLOGY
ASSOCIATE OF SCIENCE DEGREE
AND EMPLOYMENT PREPARATION**

Dept. No. Title Units

Required Courses:

FIRE 1	Fire Protection Organizations	3
FIRE 2	Fire Prevention	3
FIRE 3	Fire Protection Equipment & Systems	3
FIRE 4	Building Construction for Fire Protection	3
FIRE 5	Fire Behavior & Combustion.....	3
FIRE 6	Hazardous Materials/ICS	3
EMT 84	Emergency Medical Tech I.....	6
Required Subtotal		24
Fire Electives (with advisor approval).....		10
Other Electives		6
General Education Requirements		18
Physical Education Activities		<u>2</u>

DEGREE TOTAL..... 60



FOREIGN LANGUAGES

Students enrolled in Foreign Language courses 1, 1A, 1B, 2, 2A, 2B or 3 which might duplicate courses completed in high school or another institution of collegiate level may be allowed unit credit in repeating the course depending upon previous level of proficiency. Upper division institutions may accept only one of the courses in transfer; either the original or the repeated course.

For language majors and transfers to University of California (UC), all Foreign Language 1A and 1B courses combined will transfer as the equivalent of a first-semester elementary course. All Foreign Language 2A and 2B courses combined will transfer as the equivalent of a second-semester elementary course.

Any student who feels qualified to take a more advanced course than indicated in his prior work will be encouraged to do so by recommendation of the instructor.

Colleges and universities consider it essential that any student receiving the Bachelor of Arts Degree have at least some knowledge of a language and civilization of other cultures. Students who are planning to transfer to a four-year institution should consult their respective catalogs for more specific information.

- Advisors:**
- | | |
|-------------------|----------------------------|
| French - | F. Attoun, D. Deti |
| German - | D. Deti |
| Italian - | D. Sottile |
| Japanese - | F. Attoun |
| Spanish - | D. Deti, D. Sottile |

**FRENCH, ITALIAN,
OR SPANISH
ASSOCIATE OF ARTS DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION**

Dept. No.	Title	Units
Required Courses:		
FL 1, 2	Elementary	10
or FL	1AB, 2AB Elementary (12)	
FL 3, 4	Intermediate	8
FL	Another language	3-5
Required Subtotal		21-25
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		2
DEGREE TOTAL		60-70

*ASCOD President Bahareh Bakshayesh
(Photo by Tom Wixon, COD)*



HEALTH, PHYSICAL
EDUCATION
AND RECREATION

The Health, Physical Education and Recreation Program at College of the Desert is designed to provide curricula leading to an Associate in Arts Degree at College of the Desert, or transfer to a four-year college or university.

Required (PE) Activity Courses are listed under Courses of Instruction.

Advisors: **W. Ansley**
D. Buttles
C. Hays
J. Marman



PHYSICAL EDUCATION
ASSOCIATE OF ARTS DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION

RECREATION
ASSOCIATE OF ARTS DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION

Dept. No. Title Units

Required Courses:

PE	1	First Aid and Safety	3
PE	2*	Sports Officiating.....	3
PE	5*	Foundations of Coaching	3
PE	8*	Intro to Health & P. E.	3
PE	43-97**	Physical Education Activity	2
RE	1*	Intro to Comm. Recreation	3
RE	2A-D	Recreation Field Work.....	2

Required Subtotal	19
General Education (Option 1 or 2)	39-43
Transferable Electives (as needed to get to 60)	
DEGREE TOTAL.....	60

- * Scheduling priority: Course is offered only every other year
- ** May double count for Degree PE Requirement

Dept. No. Title Units

Required Courses:

PE	1	First Aid and Safety	3
PE	2*	Sports Officiating.....	3
PE	5*	Foundations of Coaching	3
PE	8*	Intro to Health & P. E.	3
PE	43-97**	Physical Education Activity	2
RE	1*	Intro to Comm. Recreation	3
RE	2A-D	Recreation Field Work.....	2

Required Subtotal	19
General Education (Option 1 or 2)	39-43
Transferable Electives (as needed to get to 60)	
DEGREE TOTAL.....	60

- * Scheduling priority: Course is offered only every other year
- ** May double count for Degree PE Requirement

HEALTH SCIENCES

The Division of Health Sciences offers two degree programs and three certificate programs that prepare men and women for careers in health occupations. Educational pathways include both theoretical instruction on campus and clinical experience in local hospitals and clinics.

Students enrolled in the clinical program are subject to special guidelines developed to protect patient safety. A student may be asked to withdraw from the Health Sciences program for academic reasons or for other reasons such as drug/alcohol abuse, inappropriate social or emotional behavior or documented acts of dishonesty. The faculty reserves the right to remove from the clinical area any student who, in the faculty member's professional judgement, places the patient in physical or emotional jeopardy. Should this occur, the student will have a conference with the member of the Health Sciences faculty, and the Chairman of the Division.

In compliance with the Americans with Disabilities Act, students must be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program. The Core Performance Standards adopted by the Health Sciences Division include the following.

Physical Demands - Must be able to:

- be on your feet 6-12 hours at a time and perform activities that include reaching, balancing, carrying, pushing, pulling, stooping, bending and crouching;
- lift and transfer adults and children from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;
- lift and adjust positions of bedridden patients, including pulling as much as 12 inches toward the head of the bed;
- physically apply up to ten pounds pressure to bleeding sites or to chest in the performance of CPR using hands, wrists and arms;
- maneuver in small spaces quickly and with ease;

- perform fine motor skills that require hand-eye coordination in the use of small instruments, equipment, and syringes;
- feel and compress tissues to assess for size, shape, texture, and temperature.

Senses - Must be able to:

- visually read calibrated scales in increments of one-hundredth of an inch in not more than a three-inch space;
- perform close and distinct visual activities involving persons and paper work;
- visually discriminate depth and possess color perception;
- identify and distinguish odors that are pungent, or the products of infection or metabolic imbalance (e.g., ketones);
- respond and react immediately to auditory instruction, requests, signals, and monitoring equipment;
- perform auditory assessments requiring the distinguishing of variances in sounds (e.g., tones and pitches).

Attitudes - Must be able to:

- learn to perform mathematical calculation for medication preparation and administration in a timely manner;
- learn to communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage as well as medical terminology;
- comprehend verbal and written directions, making correct notations and responding as directed;
- make proper and timely decisions under stressful and emergency situations.

College policy requires each student enrolled in Health Sciences programs with clinical components to purchase insurance coverage against liability for malpractice. The fee for this insurance, \$7.50, is paid at the time of registration. All programs offered by the Division demand a grade of "C" or better (2.0) in any course fulfilling program requirements.

ASSOCIATE DEGREE NURSING PROGRAM

PROGRAM DESCRIPTION

The Associate Degree Nursing Program prepares graduates to care for individuals in hospitals, long term care facilities, doctors' offices and clinics in a beginning staff nurse position. The curriculum consists of courses in general education and science in addition to prescribed nursing courses. Once accepted to the nursing program, the student will complete four semesters of nursing courses.

The nursing program is approved by the California Board of Registered Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, NY 10006, (212) 363-5555 extension 153. NLNAC invites third party comments for all programs being reviewed for initial or continuing accreditation. The re-accreditation site visit of COD's nursing program is scheduled for October 16-18, 2001. Comments regarding COD's nursing program may be provided in writing up until 9/16/2001. All comments are to be addressed to the Executive Director, NLNAC, signed, and dated.

College of the Desert is designated as a continuing education provider by the Board of Registered Nursing. The provider number is 00284.

LICENSING REQUIREMENTS

Graduates are awarded the Associate in Science Degree in Nursing and are eligible to apply to the state board of nursing to take the National Council Licensing Examination (NCLEX) and become licensed as a registered nurse. The California Board of Registered Nursing protects the public by screening applicants for licensure to identify potentially unsafe practitioners. The state board of nursing may deny applications for permanent licensure, interim permits, and temporary licenses if the applicant has been found guilty of dishonesty, fraud or deceit, acts which deceive the public; felony; child abuse, sex offender crimes; acts involving narcotics, dangerous drugs or devices, assault and/or battery and other crimes. Fingerprints are part

of the application for licensure. Students interested in a career as a nurse who have questions regarding licensure limitations should contact the California Board of Registered Nursing.

Graduation from the Associate Degree Nursing Program does not guarantee licensure.

PROGRAM ADMISSION

Application to the nursing program is separate from application to the College. The letter of application to the nursing program can be obtained from the Health Sciences Division, 43-500 Monterey Avenue, Palm Desert, California, 92260.

Admission to the registered nursing program is limited as the number of applicants exceeds the number of spaces available.

Applications are accepted twice each year. Applications for program admission are submitted one semester before the applicant wishes to enter.

For Fall semester
admission.....January 4 – March 1

For Spring semester
admission.....August 4 – October 1

A detailed brochure regarding the nursing program, admission, and other pertinent information is available from the Health Sciences Division Office or the Counseling Center.

APPLICATION PARTICULARS

Students seeking admission to the program must meet the following requirements:

- Have completed one year of high school chemistry with a grade of "C" or better, or have completed an equivalent course at the college level.
- It is strongly recommended that students complete chemistry at the college level if planning to obtain a BSN or if chemistry was taken more than seven years ago.
- Have a 2.5 cumulative grade point average (GPA) from high school. This GPA will be disregarded if college work has been completed successfully.

- Have taken the college assessment tests for Math, English and reading.
- Made application to the College of the Desert.
- Filed a letter of application to the Nursing Program within established deadline.

Credits earned at another college may be granted transfer credit and be used to satisfy graduation requirements if the courses are equivalent to those offered by COD. The College Transcript Evaluator can provide information regarding equivalency status.

It is the applicant's responsibility to insure that the application form and all required information are submitted to the Health Sciences Division by the application deadline. Late applications will not be accepted. Transcripts received after the deadline will not be used in the evaluation of the application materials.

Official transcripts are required from all colleges attended with the exception of College of the Desert. Students who satisfy the Chemistry requirement in high school are required to provide an official high school transcript to verify one year's course work in Chemistry.

SELECTION PROCEDURE

Students are selected for the Nursing Program by one of two methods. 1) Two thirds of each entering class will be selected from the *factoring system*. 2) One third of entering students will be selected from the *wait list*.

The *factoring system* is a numerical ranking based upon courses completed and grades earned. Points are assigned for the grade received in each of the twelve general education courses required for the nursing degree. No points will be awarded for courses in progress the semester the application is submitted. All courses and grades must be verified by official transcript.

It is the student's responsibility to insure that official transcripts are on file in the Health Sciences Division by the established deadline date.

Students selected from the factoring system will be admitted from highest ranking to lowest until the allotted seats are filled. Applications of students not

selected from the factoring system are not carried over. New application must be made each filing period.

The *wait list* is comprised of applicants who have met the following requirements:

- Have previously applied to the program and were not selected via the factoring system.
- Have completed the twelve general education courses required for the degree.

To request placement on the wait list, students must make an appointment with the Director of Nursing or Nursing Advisor once requirements have been met. Official transcript/s of the courses taken will be required to verify course completion with a "C" or better. Placement on the wait list is on a first-come, first-served basis and at the request of the student.

To remain on the wait list, a student must file a letter of application each semester or the student's name will be removed from the wait list.

If a student is selected from the wait list and is unable to enter the program that semester, he/she may remain priority on the list one time only. After declining the opportunity to enter the program on two separate, successive classes, the student's name will be moved to the bottom of the wait list.

Students submitting a Letter of Application for the Fall class will receive notification in May in time for registration for Fall semester. Students submitting a Letter of Application for the Spring class will receive notification in October in time for registration for Spring semester.

ADDITIONAL PROGRAM REQUIREMENTS

The nature of the learning experiences in the registered nursing program requires that students engage in direct client care in assigned clinical facilities. Nursing students are required to meet the same health and safety standards required of nurses in the contracted clinical facilities. For this reason each student must complete the following requirements at his/her own expense:

1. Physical Examination with health clearance indicating good physical and mental health status with no limitations to providing direct client care.
2. Proof of current immunizations.
3. Proof of malpractice insurance: Students must maintain liability insurance throughout the nursing program. The insurance is purchased through the Admissions and Records Office each semester.
4. Uniforms/Equipment: The Health Sciences Division will provide information about the necessary uniform, equipment and supplies.
5. Transportation: Students are responsible for providing their own transportation to all on campus and off campus learning sites.
6. Current CPR certification at the Professional Health Provider level.

PROGRESSION AND RETENTION

Progression through and completion of the nursing program requires the attainment of a minimum grade of "C" in each required course in the nursing program and all other required courses for the degree.

Students must earn a "pass" rating on all clinical evaluation tools to remain in the program. Students in the clinical setting are subject to special guidelines to protect client safety. A student may be withdrawn from the nursing program for academic reasons or for other reasons such as drug/alcohol abuse, inappropriate social or emotional behavior, or documented acts of dishonesty. The faculty reserves the right to remove from the clinical area any student, who in the faculty's judgment, places the patient in physical or emotional jeopardy. Should this occur, the student would meet with the faculty member and the Nursing Program Director.

Requests for readmission to the program must be made in writing and sent to the Nursing Program Director. Readmission is granted according to policies established in the student handbook and space available. A copy of the student handbook is available for review in the Nursing Division Office.

ASSOCIATE DEGREE IN NURSING FOR THE DIPLOMA GRADUATE

California licensed registered nurses who have graduated from a hospital-based program may earn an associate in science degree upon completing 30 units of general education requirements. 30 units of nursing credit will be given for the diploma certificate. 12 units of general education courses must be completed at College of the Desert.

ADVANCED PLACEMENT OPTIONS

Prospective students who have had prior education in nursing or other health related areas may request consideration for entry into the nursing program with advanced placement. Applicants would include licensed Vocational/Practical Nurses, Licensed Psychiatric Technicians, and transfer students from accredited nursing programs. Specific information regarding the advanced placement procedure is available through the Health Sciences Division. All advanced standing applicants are admitted to the program on a space available basis.

LVN-RN (DEGREE OPTION)

Licensed Vocational Nurses may enter the associate degree program at an advanced level after meeting specific criteria:

- 1) current licensure in California as a Vocational Nurse,
- 2) completion, with a "C" or better, of CHEM 4, PSY 1, BI 22, BI 23, ENG 1A, and SOC 4 or equivalent courses, and
- 3) completion of HS 51.

Interested students should make an appointment to meet with the Program Director or Nursing Advisor for further information. A detailed brochure is available from the Health Sciences Division Office.

LVN-RN (NON-DEGREE OPTION)

The non-degree option requires that interested students fulfill the following requirements:

- 1) current licensure as a California LVN,
- 2) completion, with a "C" or better, of courses in Human Physiology and Microbiology.

Students may then be admitted to the third semester of the nursing program on a space available basis. Students will complete the final two semesters of the nursing program totaling no more than 20 units. As the 30-unit option is a non-degree option, the college awards no degree. This creates limitations for licensure in other states. Interested students must make an appointment with the Nursing Program Director to obtain further information and make application.

All students will be accepted on a space available basis. A detailed brochure is available from the Health Sciences Division Office.

TRANSFER

Students with previous nursing education from a Board of Registered Nursing approved registered nurse program may request transfer into the program. All transfer requests will be evaluated on an individual basis. Students should make an appointment with the Nursing Program Director to discuss transfer possibilities and materials needed to make the assessment. Transfer students must meet the same enrollment requirements as all students entering the nursing program. General education courses must be completed to correspond with the nursing program's requirements respective to the semester for which the student is seeking transfer. A minimum of twelve units must be completed at COD. All transfer students are accepted on a space available basis.

VOCATIONAL NURSING PROGRAM

The Vocational Nursing Program prepares men and women for first level nursing positions as contributing members of the health care team working under the direction of a registered nurse or licensed physician. They may seek employment in acute or long-term care facilities, doctors' offices or clinics. Vocational nurses assist in data collection, plan and implement nursing care, administer medications and treatments with knowledge of therapeutic results, and maintain a safe environment for patients and their families. Upon successful completion of the program a certificate in vocational nursing is awarded and the graduate is eligible to write the National Council Licensure Examination (NCLEX) for vocational nursing in the state of California. An Associate Degree in Vocational Nursing may be pursued if desired.

PHILOSOPHY

The Vocational Nursing Program is an integral part of College of the Desert. The Vocational Nursing faculty endorse the institutional mission statement that supports comprehensive educational opportunities for vocational instruction and recognizes the challenge set forth by a diverse, growing and energetic community dedicated to lifelong learning. The program meets needs of the community by preparing students for career opportunities in Vocational Nursing. The purpose of the program is to produce an entry level practitioner of vocational nursing who is eligible to write the licensing examination for vocational nursing and who has the necessary knowledge, skills and attitudes to provide safe, competent nursing care.

We believe community college students bring a variety of ethnic and cultural backgrounds, life experiences, learning styles, and developmental levels to the learning environment. The college community provides the opportunity for students and faculty to participate in cultural exchange; it encourages the examination and development of ideas through a balanced social forum and provides an environment for growth. We support self-development, including ongoing self-assessment and evaluation.

PHILOSOPHY OF MAN AND SOCIETY

We believe each person, regardless of race, creed, religion or culture, is a unique, complex, holistic being and deserving of respect. All persons share with others common human attributes and basic human needs, adapting to physical and psychosocial experiences and stresses. Individuals have an inherent right to strive to attain optimal health and to achieve their full potential in life. They possess dignity, self-worth and have the right to information that will assist them to make informed decisions regarding health care. We believe that access to health care is the right of each member of society.

HEALTH, ILLNESS AND HEALTH CARE DELIVERY

We believe health and illness are relative, ever-changing states of being. Individuals exist on a continuum ranging from a state of optimal functioning, to absence of discernible disease, to obvious disease that can result in death. Illness occurs when there is an alteration in the function of one or more body systems.

We believe the health care delivery system is changing quickly in response to societal demands, rapidly changing technology and the increasing life-span. These changes have resulted in a collaborative level of interaction between health care workers and the consumer.

PHILOSOPHY OF NURSING

Nursing is a caring profession in which the nurse uses cognitive, psychomotor and affective skills to assist individuals to achieve their highest level of health. It is concerned with helping people cope with adverse physiologic, psychosocial, and spiritual responses to illness. Nurses assist individuals to use their available resources to adapt at an optimum level of functioning. The practice of nursing incorporates the use of the nursing process to assess an individual's current and potential health care needs, and to plan, implement and evaluate nursing care.

A variety of caregivers are educated at different levels to provide health care services to the public. The vocational nurse is educated to be a responsible member of a health care team, performing basic therapeutic, rehabilitative, and preventive care. The role of the vocational nurse is an evolving one and encompasses providing specific services to patients under the direction of a licensed physician or professional registered nurse.

PHILOSOPHY OF NURSING EDUCATION

Nursing education occurs in a variety of settings and prepares graduates with different levels of expertise. Vocational nursing education involves teaching nursing theory, skills and attitudes that assist the students to assume responsibility and accountability as vocational nurses. The nursing faculty use a systematic approach to instruction that builds on previously learned knowledge from related disciplines and life experience. Faculty select strategies, organize content, arrange experiences, and facilitate learning taking into consideration cultural factors, ethnic background and the individual learning styles of students.

PHILOSOPHY OF TEACHING AND LEARNING

We believe that learning results in a change in behavior that can be measured and which persists. Teaching and learning involve an interactive process between instructor and student. Optimum learning for a diverse student body occurs in a nonthreatening, supportive environment in which frequent feedback is an essential element. Learning is maximized when the student feels a need to learn and accepts a share of the responsibility of planning and implementing the learning experience. Learning is facilitated when a variety of instructional modalities are coordinated with students' specific learning needs, goals, and individual support systems. Learning progresses from simple to complex, and involves active participation of both the student and the instructor. Ideally, learning is a lifelong process.



OUTCOME BEHAVIORS

Using the nursing process, the graduate demonstrates the following competencies:

- Assesses basic physical, emotional, spiritual and sociocultural needs of clients using a variety of resources;
- Contributes to the development of nursing care plans, establishing priorities and revising as necessary;
- Provides safe, competent nursing care using accepted standard of practice and making appropriate referrals;
- Evaluates care to determine priorities, goals, and effectiveness of care;
- Uses effective communication skills in nursing role, in therapeutic relationships with clients and families and in collaboration with members of the health team;
- Assumes responsibility and accountability for managing own actions and care delegated to those with lesser preparation;
- Practices within the scope of practice of the licensed nurse;
- Adheres to nursing code of ethics;
- Seeks opportunity for continued professional growth and performance;
- Advocates for the health care consumers through political, economic and societal activities.

NURSING ASSISTANT

The Nursing Assistant (NA) program prepares men and women to assist with the routine care and treatment of patients in health care facilities. Working under the direction of the nursing and medical staff, activities of the certified nursing assistant include providing personal care, maintaining safety, and assisting with activities of daily living. Successful completion of the program results in eligibility to take the state approved tests that lead to certification as a nursing assistant.

The course of study includes 72 hours of classroom instruction and at least 100 hours of clinical practice in long-term care facilities. Students wishing to enter the program should have completed the College assessment tests demonstrating eligibility for English 51. Students seeking admission to the course will need to complete information disclosing any past criminal record. If a history exists that has not been cleared with the Department of Health Services, the student will not be able to continue in the class. Specific information regarding the program may be obtained by calling or writing to the Health Sciences Division.

HOME HEALTH AIDE

The Home Health Aide program prepares men and women to assist with the routine care and treatments of clients in their homes. These services include personal health care as well as food purchasing, meal planning, laundry, and light housekeeping. Successful completion of the program results in eligibility to take the state approved tests that lead to certification as a Home Health Aide.

The course of study includes 27 hours of classroom instruction and 27 hours of supervised clinical experience. Students wishing to enter the program must be certified as a nursing assistant and have completed the College assessment tests demonstrating eligibility for English 51. Specific information regarding the program may be obtained by calling or writing to the Health Sciences Division.

**EMERGENCY MEDICAL
TECHNICIAN**

The Emergency Medical Technician Program prepares individuals to recognize illnesses and injury symptoms and to provide legal permissible emergency treatment set forth by the standards of the State of California, and the Riverside County Health Department (RCHD).

The curriculum consists of not less than one hundred ten hours training which is divided into a minimum of 100 hours of classroom and laboratory instruction and a minimum of 10 hours of supervised clinical experience exclusive of testing.

On completion of this 6-unit course, the student is eligible to apply to the local EMS Authority for the county-issued certification as an Emergency Medical Technician-I which is valid for 2 years. An EMT Refresher course is offered for certificate renewal. On completion of this 2-unit course, the student is eligible to apply to the local EMS Authority for the county-issued certification as an EMT-I, which is valid for 2 years.

This program meets all criteria of the State of California and RCHD for the Emergency Medical Technician-I training.

This will serve to advise you that, pursuant to California Health and Safety code Section 1799.100, by participating in a course of instruction in emergency medical training you have waived your rights to collect civil damages against the College in the event you sustain an injury.

The code states: "No local agency, entity of state or local government, or other public or private organization which sponsors, authorizes, supports, finances, or supervises the training of people, excluding physicians and surgeons, registered nurses, and licensed vocational nurses, as defined, in emergency medical services in training programs under this part, shall be liable for any civil damages alleged to result from such training program."

**REGISTERED NURSING
ASSOCIATE OF SCIENCE
DEGREE
AND EMPLOYMENT PREPARATION**

(Graduates eligible for Registered Nurse
Licensing Examination in California)

Program Admission Requirements: One year of high school chemistry or CH 4, completed with a grade of "C" or better (4 units); English 51; Math 57.
Recommended: HS 70, Intro to Health Sciences

Courses Required:

Dept.	No.	Title	Units
BI	22	Human Anatomy	4
BI	23	Human Physiology	5
BI	15	General Microbiology	5
PSY	1	General Psychology	3
SOC	4	Soc/Critical Thinking	3
ENG	1A	Composition	4
SP	1, 4, 5 or 15	3
HUM		From courses listed in catalog	3
MATH	40	Intermediate Algebra	4
PE		From courses listed in catalog (1 unit may be satisfied by HS 70)....	2
N	1	Basic Concepts of Nursing Practice ...	8
N	2	Concepts of Nursing Practice for Commonly Occurring Alterations in Health	9
N	3A	Concepts of Nursing Practice for Complex Alterations in Health	9
N	3B	Issues in Nursing	0.5
N	4	Concepts of Nursing Practice for Acute Complex Alterations in Health	9
N	4B	Management Concepts in Nursing .	0.5
DEGREE TOTAL			71-72

(See Course Sequence on the following page.)

**Advisors: D. Gerken, E. Hackett, C. Hay,
I. Larsen, M. Rose**

**REGISTERED NURSING
COURSE SEQUENCE**

Most students admitted to the Associate Degree Nursing program have completed all course work except the nursing courses prior to admission. However, a few may be taking courses concurrently. Listed below is a pattern of sequencing that should be followed. Although non nursing courses can be completed anytime prior to this schedule, when taken with nursing courses they must be completed no later than the semester indicated in this plan.

First Semester Units

ENG 1A (Composition).....	4
BI 22 (Human Anatomy).....	4
PSY 1 (General Psychology).....	3
N 1 (Basic Concepts).....	8

Second Semester Units

BI 23 (Human Physiology).....	5
SOC 4 (Soc/Critical Thinking).....	3
N 2 (Common Alterations).....	9

Third Semester Units

BI 15 (Microbiology).....	5
SP 1, or 4, or 5, or 15.....	3
N 3A (Complex Alterations).....	9
N 3B (Issues in Nursing).....	0.5

Fourth Semester Units

HUM (from courses listed in catalog).....	3
N 4A (Acute Complex Alterations).....	9
N 4B (Mgmt Concepts in Nursing).....	0.5

Additional courses to be completed prior to graduation:

MATH 40 (Intermediate Algebra).....	4
PE (from listed courses in catalog)	
(HS 70 may be substituted for 1 unit of PE)..	2

TOTAL UNITS 72

**Advisors: D. Gerken, E. Hackett, C. Hay,
I. Larsen, M. Rose**

**VOCATIONAL NURSING
CERTIFICATE
AND EMPLOYMENT PREPARATION**

(Graduates eligible for Vocational Nurse
Licensing Examination in California)

Recommended: HS 70, Intro to Health Sciences
See Brochure for Admission Requirements

Dept.	No.	Title	Units
HS	62	Your Living Body	3
HS	65	Basic Pharmacology	3
PSY	1	General Psychology	3
VN	1	Vocational Nursing I.....	5
VN	1L	Vocational Nursing I Lab	4
VN	2	Vocational Nursing II	9
VN	2L	Vocational Nursing II Lab	7
VN	3	Vocational Nursing III	9
VN	3L	Vocational Nursing III Lab.....	7

CERTIFICATE TOTAL..... 50

Advisors: P. Keller, M. Langella

**VOCATIONAL NURSING
ASSOCIATE OF SCIENCE DEGREE
AND EMPLOYMENT PREPARATION**

Recommended: HS 70, Intro to Health Sciences

Dept.	No.	Title	Units
HS	62	Your Living Body	3
HS	65	Basic Pharmacology	3
PSY	1	General Psychology	3
VN	1	Vocational Nursing I.....	5
VN	1L	Vocational Nursing I Lab	4
VN	2	Vocational Nursing II	9
VN	2L	Vocational Nursing II Lab	7
VN	3	Vocational Nursing III	9
VN	3L	Vocational Nursing III Lab.....	7

Required Subtotal 50
 General Education Requirements 18
 Physical Education Requirement..... 2
DEGREE TOTAL..... 70

Advisors: P. Keller, M. Langella

HUMAN SERVICES

The Social Sciences/Human Services Division is developing certificate and degree programs to serve the needs of our growing college community. Program areas that deal with serving the public at large are under our purview.

The Alcohol and Drug Studies Certificate program and A.A. degree program opens each Fall and Spring semester. The Problem Gambling program, leading to a Certificate of Proficiency, opens each Fall semester. A specific course sequence must be followed in each program. Interested students should meet with their Faculty Advisor prior to enrollment.

**ALCOHOL/DRUG STUDIES
CERTIFICATE**

AND EMPLOYMENT PREPARATION

Dept. No. Title Units

Required Courses:

HSAD 1	Intro to Alcohol/Drug Studies	3
HSC 2	Intro/Human Svcs Counseling	3
HSAD 4	Personal/Professional Growth	2
HSAD 20	Biomedical Pharmacology	3
HSAD 22	Case Management	3
HSAD 24	Law & Ethics	3
HSAD 30	Indiv/Group Family Counseling	3
HSAD 32A	Supervised Practicum I	2
HSAD 33A	Supervised Internship I	3
HSAD 34	Dual Diagnosis	2
HSAD 32B	Supervised Practicum II	2
HSAD 33B	Supervised Internship II	3
HSAD 36	Counseling Diverse Populations	3
CERTIFICATE TOTAL.....		35

Advisor: A. Saddington

**ALCOHOL/DRUG STUDIES
ASSOCIATE OF ARTS DEGREE
AND EMPLOYMENT PREPARATION**

Dept. No. Title Units

Required Core Courses:

HSAD 1	Intro to Alcohol/Drug Studies	3
HSC 2	Intro/Human Svcs Counseling	3
HSAD 4	Personal/Professnl Growth	2
HSAD 20	Biomedical-Pharmacology	3
HSAD 22	Case Management	3
HSAD 24	Law & Ethics	3
HSAD 30	Indiv/Group Family Counseling	3
HSAD 32A	Supervised Practicum I	2
HSAD 33A	Supervised Internship I	3
HSAD 34	Dual Diagnosis	2
HSAD 32B	Supervised Practicum II	2
HSAD 33B	Supervised Internship II	3
HSAD 36	Counseling Diverse Populations	3

Required Subtotal	35
Program Electives (with Advisor approval)	6
General Education Subtotal	<u>20-21</u>

DEGREE TOTAL..... 61-62

Advisor: A. Saddington

**PROBLEM GAMBLING STUDIES
CERTIFICATE**

AND EMPLOYMENT PREPARATION

Dept. No. Title Units

Required Courses:

ASPG 1	Intro to Problem Gambling	2
ASPG 2	Special Issues in Problem Gambling	2
HSC 2	Intro/Human Svcs Counseling	3
HSAD 20	Biomedical Pharmacology	3
HSAD 22	Case Management	3
HSAD 24	Law & Ethics	3
CERTIFICATE TOTAL.....		16

Advisor: A. Saddington

LIBERAL ARTS

The Associate Degree in Liberal Arts is earned by completing 60 transferable units, including the CSU General Education course pattern or the IGETC. Students must meet competency requirements in reading, English and math, as well as the PE activity requirement for graduation. Liberal Arts majors should schedule an appointment with a Counselor for academic advisement.

LIBERAL STUDIES

Students who are transferring into a baccalaureate program in Liberal Studies in preparation for a Multiple Subjects Teaching Credential should schedule an appointment with a Counselor for academic advisement.

The Liberal Studies major provides a diversified undergraduate program study with a balance of studies among the language arts; biological, earth and physical sciences; social and behavioral sciences; and the humanities and fine arts. Liberal Studies degree programs offered by the California State Universities are approved by the Commission on Teacher Credentialing as a baccalaureate waiver program for entry into a Multiple Subjects Credential program.

With early planning and advisement, it is possible to earn an A.A. degree in Liberal Arts from C.O.D. while completing the pre-credential transfer program of study.

MATHEMATICS

The Mathematics Department (Division of Science and Mathematics) offers a full range of mathematics courses. In addition to course work leading to transfer with a major in mathematics and support of the sciences and engineering, the division offers courses to prepare the student to take mathematics at the college level.

Specified high-unit majors do not complete the transfer general education certification and must meet with their Faculty Advisors for General Education requirements for graduation.

**MATHEMATICS
ASSOCIATE OF SCIENCE DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION**

Dept. No.	Title	Units
Required Courses:		
MATH1A	Calculus	5
MATH1B	Calculus	5
MATH2A	Multivariate Calculus	5
MATH2B	Linear Algebra	4
AND/OR MATH	2C Ordinary Differential Equations (4)	
PH 4A	Engineering Physics	5
PH 4B	Engineering Physics	5
PH 5	Computer Programming I: C++ for Sciences & Engineering	3
OR CS 89	C++ Programming I (3)	
Required Subtotal		32
General Education Requirements (Option 3 - confer with advisor)		26
Physical Education Activities		2
DEGREE TOTAL.....		60

Advisors:

- | | |
|------------------|--------------------|
| T. Crewse | G. Hagopian |
| K. Dostal | J. Matthews |
| S. Dostal | B. Romer |
| L. Graff | K. Tabor |

MUSIC

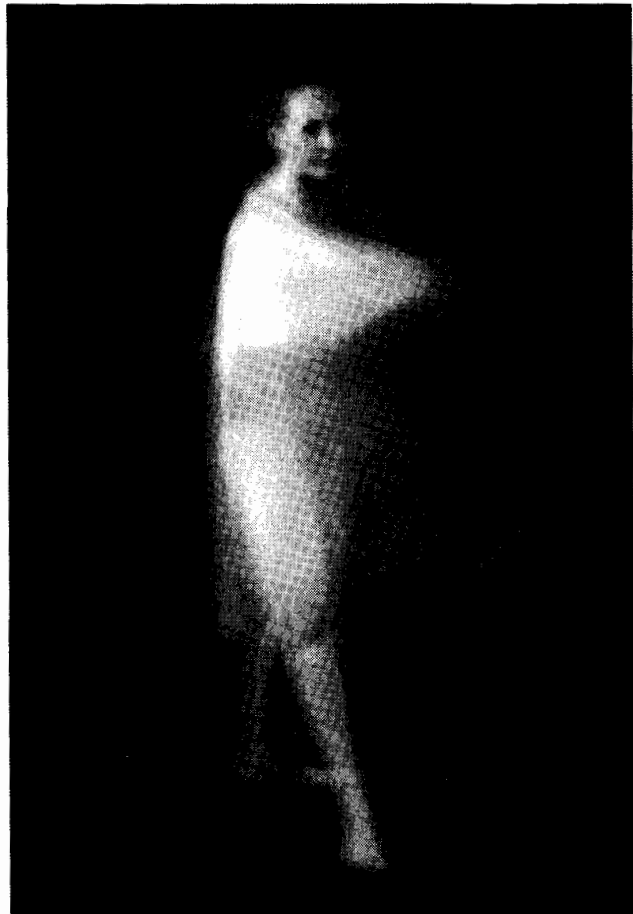
MUSIC
ASSOCIATE OF ARTS DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION

The Music curriculum is primarily directed toward the completion of the Associate of Arts degree and/or transfer to a four-year institution.

Program offerings are divided into three categories:

1. Required and elective courses for the Music Major.
2. Performance organizations open to both majors and non-majors.
3. General Education courses in the Arts and Humanities primarily directed toward the non-major.

Persons planning to major in music should confer with an advisor within the department before selecting courses toward that major.



Dept.	No.	Title	Units
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Required Core Curriculum:

MUS 1	Music Theory I	4
MUS 10	Introduction to Music	3
MUS 12	Fundamentals of Music	3
MUS 21A	Class Piano	2
MUS 21B	Class Piano	2
Total Music Core Curriculum		14

Music Major/Emphasis in Education:

Core Curriculum	14
MUS 2 Music Theory II	4
Performance Organizations*	4
Total Music Education Courses	22

* Four units of Performance Organization chosen from MUS 32, College Chorus; MUS 33A-D, Symphonic Band; MUS 34, Vocal Ensemble

Music Major/Emphasis in Technology:

Core Curriculum	14
MUS 2 Music Theory II	4
MUS 78A Intro to Computers & Music	3
MUS 78B Applications of Computers & Music	3
Total Music Technology Courses	24

Music Subtotal	22-24
General Education (Option 1 or 2)	34-43
Transferable Electives, as needed	2
Physical Education Activities	<u>2</u>
DEGREE TOTAL	60-69

Advisors: D. Walker, S. Schmidt

*Photograph by COD student
Tina Westerdahl*

NUTRITION

NUTRITION CARE: DIETETIC
TECHNICIAN
CHAFFEY COLLEGE
AND
COLLEGE OF THE DESERT
ARTICULATED
ASSOCIATE OF ARTS DEGREE
AND EMPLOYMENT PREPARATION

Students complete articulated classes at COD and field work through Chaffey College. The Chaffey College program is approved by the American Dietetic Association. This program prepares students to take the ADA Registration Examination for Dietetic Technicians. Graduates from this program are qualified to be employed by acute care and rehabilitation hospitals, as well as by community agencies that provide education in nutrition. *The articulation agreement with Chaffey College is under review. See advisor for details.

Courses Required:

Dept.	No.	Title	Units
BI	21	Anatomy & Physiology	3
BI	21L	Anatomy & Physiology Lab	1
BUAC	7	Hospital & Medical Acctg.	3
BUMA	1	Principles of Management	3
CART	1	Sanitation & Safety	3
CART	3	Principles of Cooking	3
CART	10	Food Procurement & Cost Control	3
CART	11	Menu Planning	3
CART	35	Operations Management	4
HEC	13	General Nutrition	3
COD Required Courses			29
General Education Requirements			18
PE Requirement			2
COD Subtotal			<u>49</u>
*FSM	421	Nutrition Care	2
*FSM	423	Advanced Nutrition Care	2
*Additional Chaffey Requirements(estimated)			9
DEGREE TOTAL (estimated).....			62
*Taken at Chaffey College			

Advisor: D. Walker

From College of the Desert's Fine Arts Division - production of "A Chorus Line" -- photo by Tom Wixon



SCIENCES

BIOLOGICAL, CHEMICAL AND PHYSICAL

The Science Department (Division of Science and Mathematics) has available a broad offering of courses in the Biological, Chemical and Physical Disciplines. The aim of the division is to provide instruction to a large number of general students as well as those with a goal of majoring in science. To this end, courses for the non-Science Major are transferable to other institutions for General Education Requirements. Courses designed for Science Majors parallel content, level of instruction and units found in University Systems. The department also offers a complete sequence of science courses leading to a nursing program and related paramedical qualifications.

Specified high-unit majors do not complete the transfer general education certification and must meet with their Faculty Advisors for General Education requirements for graduation.

Advisors:

- P. Bowie:** Botany, Pre-pharmacy, Pre-veterinary Medicine
- B. Burrage:** Biology, Zoology
- D. Salter:** Biology
- B. Romer:** Physics, Astronomy
- G. Meyer:** Geology, Environmental Studies
- C. Totten:** Bacteriology, Microbiology, Pre-medicine, Pre-dentistry, Pre-optometry
- R. Tracey:** Bacteriology, Chemistry, Microbiology, Nursing, Pre-medicine, Pre-dentistry

BIOLOGY, PRE-PROFESSIONAL ASSOCIATE OF SCIENCE DEGREE WITH EMPHASIS ON TRANSFER PREPARATION

(INCLUDES BIOLOGY, ZOOLOGY, BOTANY, PREMEDICINE, PRE-PROFESSIONAL DENTISTRY, PREPHARMACY, PRE-VETERINARY MEDICINE, MICROBIOLOGY, ENTOMOLOGY, PARASITOLOGY, BIOLOGICAL OCEANOGRAPHY)

Dept. No. Title Units

Required Courses:

(Based on minimum prior preparation)*

Dept. No. Title Units

CH	1A	General Chemistry	5
CH	1B	General Chemistry	5
PH	2A	College Physics	4
PH	2B	College Physics	4
MATH	1A	Calculus	5
MATH	1B	Calculus	5
BI	1A	General Biology - Principles	5
BI	1B	General Zoology	5
BI	1C	General Botany	5
Required Subtotal			39
General Education Requirements			
(Option 3 - confer with advisor)			25
DEGREE TOTAL			62

(Consult catalog of transfer institution for specific requirements). Consult course descriptions for prerequisites.

***IMPORTANT NOTE:** The student must see an advisor depending on proposed career, as some courses listed above are not required. Thus, the total units will vary depending on the individual student's career objective and prior preparation.

Students majoring in Biological Science, Medicine, Pharmacy, Dentistry, or allied fields should complete Biology 1A and 1B and Chemistry 1A and 1B to establish a strong foundation prior to transfer. Majors in Biological Science and Pharmacy should also complete Biology 1C.

**CHEMISTRY
ASSOCIATE OF SCIENCE
DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION
(INCLUDES BIO-CHEMISTRY)**

Dept. No.	Title	Units
Required Courses:		
CH 1A	General Chemistry	5
CH 1B	General Chemistry	5
CH 10A	Organic Chemistry	5
CH 10B	Organic Chemistry	5
MATH1A	Calculus	5
MATH1B	Calculus	5
PH 2A,B	College Physics	8
OR PH4A,B	Engineering Physics (10) (Physics selection depends on requirements of transfer institution)	
BI 1A	General Biology	5
BI 1B	General Zoology	5
Required Subtotal		48-50
General Education Requirements (Option 3 - confer with advisor)		10-13
Physical Education Activities		2
DEGREE TOTAL.....		60-65

Advisor: R. Tracey

**ENVIRONMENTAL SCIENCES OR
NATURAL RESOURCES
ASSOCIATE OF SCIENCE DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION**

Dept. No.	Title	Units
Required Courses:		
BI 1A	General Biology - Principles	5
BI 1B	General Zoology	5
OR BI 1C	General Botany (5)	
CH 1A	General Chemistry	5
OR CH 3	Intro. General Chem (4)	
G 1	Physical Geology	4
OR G 5	Environmental Geology (4)	
NR 1	Conserv of Natural Resources	3
NR 1L	Conserv of Natural Res Lab	1
MATH10	College Algebra	4
Required Subtotal		26-27

**ENVIRONMENTAL SCIENCES
OPTION:**

20 to 25 additional units to be chosen from the following (confer with Advisor):

Dept. No.	Title	Units
BI 1B	General Zoology	5
BI 1C	General Botany	5
PH 2A	College Physics	4
PH 2B	College Physics	4
OR PH	4A Engineering Physics (5)	
PH	4B Engineering Physics (5)	
MATH14	Statistical Methods	4
MATH1A	Calculus	5
MATH1B	Calculus	5
G 1	Physical Geology	4
G 5	Environmental Geology	4
G 10	The Earth Sciences	4
AGPS 1	Soils and Plant Nutrition	4
AGPS 2	Entomology - Gen. & Applied	3
NR 2	Intro to Forestry	3
NR 3	Intro to Wildlife Management	3
ECON 1	Principles of Macroeconomics	3
GEOG 1	Physical Geography	3
Computer courses		3-6
For other course selections confer with advisor		
Required Subtotal		26-27
Elective Subtotal		20-25
General Education Requirements (Option 3 - confer with advisor)		14-18
DEGREE TOTAL.....		60-70

Advisors: G. Meyer, D. Walker

NATURAL RESOURCES OPTION:

(SEE ADDITIONAL COURSES FOR
NATURAL RESOURCES OPTION UNDER
AGRICULTURE DEGREE PROGRAMS)

**INTERDEPARTMENTAL
ENVIRONMENTAL STUDIES
ASSOCIATE OF SCIENCE DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION**

Dept. No. Title Units

Required Courses:

G	1	Physical Geology	4
OR	G 5	Environmental Geology (4)	
OR	G 10	The Earth Sciences (4)	
BI	1A	General Biology - Principles	5
OR	BI 4	Elements of Biology (3) and	
	BI 4L	Elements of Biology Lab (1)	
CH	3	Intro General Chemistry	4
OR	CH 4	Fund. of Chemistry (4)	
NR	1	Conserv of Natural Resources	3
NR	1L	Conserv of Natural Res Lab	1
GEOG	1	Physical Geography	3
MATH10		College Algebra	4
Required Subtotal			23-24

A minimum of 26 additional units to be chosen from the following (confer with Advisor):

NR	2	Intro to Forestry	3
NR	3	Intro to Wildlife Management	3
AGPS	1	Soils and Plant Nutrition	4
AGPS	2	Entomology	3
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
GEOG	1	Cultural Geography	3
PS	1	Intro to Government	3
MATH14		Statistical Methods	4
ECON	1	Principles of Macroeconomics	3
Architecture Elective(s)			2-6
Biology Elective(s)			3-8
Computer Courses			3-6
Geology Elective(s)			3-8
Speech Elective			3

Required Subtotal			23-24
Elective Subtotal			26-28
General Education Requirements			
(Option 3 - confer with advisor)			11-14
DEGREE TOTAL			60-66

Advisors: G. Meyer, D. Walker

**GEOLOGY
ASSOCIATE OF SCIENCE DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION**

(INCLUDES EARTH SCIENCE,
PALEONTOLOGY,
PHYSICAL OCEANOGRAPHY)

Dept. No. Title Units

Required Courses:

CH	1A	General Chemistry	5
CH	1B	General Chemistry	5
PH	2A	College Physics	4
PH	2B	College Physics	4
OR	PH 4A	Engineering Physics (5)	
	PH 4B	Engineering Physics (5)	
(Physics requirement depends on transfer institution.)			
BI	1A	General Biology	5
BI	1B	General Zoology	5
BI	1C	Gen. Botany (recommended) (5)	
MATH1A		Calculus	5
MATH1B		Calculus	5
G	1	Physical Geology	4

Consult course descriptions for prerequisites.

Required Subtotal			42-44
General Education Requirements			
(Option 3 - confer with advisor)			20-25
DEGREE TOTAL			62-69

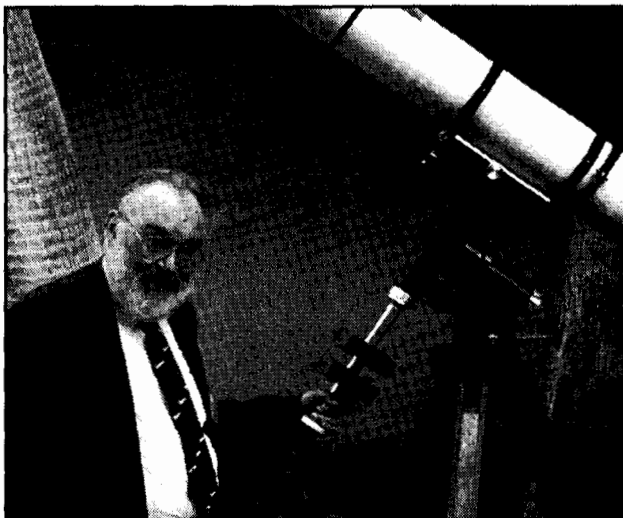
Advisor: G. Meyer

(Consult with advisor before embarking on program.)

PHYSICS
ASSOCIATE OF SCIENCE
DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
MATH 1A	Calculus	5
MATH 1B	Calculus	5
MATH 2A	Multivariate Calculus	5
MATH 2C	Differential Equations	4
CH 1A	General Chemistry	5
CH 1B	General Chemistry	5
PH 4A	Engineering Physics	5
PH 4B	Engineering Physics	5
PH 5	Computer Programming I	3
	(recommended)	
Consult course descriptions for prerequisites.		
Required Subtotal		39-42
General Education Requirements		
(Option 3 - confer with advisor)		25
DEGREE TOTAL		64-67

Advisor: B. Romer



Ashley McDermott, Professor Emeritus of Astronomy and History, has "the right stuff" for star-gazing. Photo by Tom Wixon, COD.

SOCIAL SCIENCES

Instruction in the Social Sciences at College of the Desert includes the following subject areas: Anthropology, Geography, History, Philosophy, Political Science, Psychology, Sociology, and Social Science (General). Students majoring in these fields are usually preparing to transfer to a four-year college to complete their major. A few, not desiring a Bachelor's Degree, will, upon receiving an Associate in Arts Degree in a Social Science, work as a paraprofessional in their chosen field.

Once a student has decided upon a major, the student should confer with the appropriate advisor in planning a course of study. The Schedule of Classes contains a listing of the faculty advisors in each of these subject areas. It is also advisable that the college from which the student plans to get a Bachelor's Degree be selected early in order to coordinate graduation requirements for the A.A. Degree and the B.S. Degree.

ANTHROPOLOGY
ASSOCIATE OF ARTS DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
ANTH 1	Intro to Physical Anthropology	3
ANTH 2	Cultural Anthropology	3
ANTH 3	Archaeology, An Intro to Prehistory .	3
Required Subtotal		9
Elective Subtotal (with advisor approval)		12
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		2
DEGREE TOTAL		60-66

Advisor: S. McWilliams

GEOGRAPHY
ASSOCIATE OF ARTS DEGREE
 WITH EMPHASIS ON TRANSFER
 PREPARATION

Dept. No.	Title	Units
Required Courses:		
GEOG 1	Physical Geography	3
GEOG 2	Cultural Geography	3
GEOG 7	Regional Geography	3
GEOG 10	Geography of California	3
Required Subtotal		12
Elective Subtotal		9
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		2
DEGREE TOTAL		60-66

Advisor: S. McWilliams

HISTORY
ASSOCIATE OF ARTS DEGREE
 WITH EMPHASIS ON TRANSFER
 PREPARATION

Dept. No.	Title	Units
Required Courses:		
HIST 3	History of World Civilization I	3
HIST 4	History of World Civilization II	3
HIST 17	United States History	3
HIST 18	United States History	3
ANTH 1	Intro to Physical Anthropology	3
PHIL 10	General Logic	3
PS 1	Introduction to Government	3
Required Subtotal		21
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		2
DEGREE TOTAL		60-66

Advisors: P. Atchity, W. Gudelunas, C. Kroll

PHILOSOPHY
ASSOCIATE OF ARTS DEGREE
 WITH EMPHASIS ON TRANSFER
 PREPARATION

Dept. No.	Title	Units
Required Courses:		
Choose <u>at least one</u> from the following:		
PHIL 6	Introduction to Philosophy	3
PHIL 7	Introduction to Philosophy	3
PHIL 8	Philosophy from Ancient Times to Renaissance	3
PHIL 9	Philosophy from Renaissance to Present	3
Choose <u>one</u> from the following:		
PHIL 10	General Logic	3
PHIL 11	Symbolic Logic	3

Required of all philosophy pre-majors:
 CIS 70A Computer Business Appl/Windows ... 3

Required Subtotal		9
Elective Subtotal		12
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		2
DEGREE TOTAL		60-66

*Recommended electives/general education courses:

HIST 3	History of World Civ.	3
HIST 4	History of World Civ.	3
ANTH 2	Cultural Anthropology	3
PSY 1	General Psychology	3
PHIL 12	Religions of the World	3
PHIL 13	Perspectives Death & Dying	3
PHIL 14	Introduction to Ethics	3

Advisor: M. Smith

**POLITICAL SCIENCE
ASSOCIATE OF ARTS DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION**

Dept. No.	Title	Units
Required Courses:		
PS 1	Intro. to Government	3
PS 2	Intro. to Comparative Gov't	3
OR PS 4	Intro. to Internat'l Relations (3)	
Social Science courses (confer w/advisor)		14-15
Required Subtotal		20-21
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		4
Physical Education Activities		2
DEGREE TOTAL		60-65

Advisors: P. Atchity, W. Gudelunas, C. Kroll

**PSYCHOLOGY
ASSOCIATE OF ARTS DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION**

Dept. No.	Title	Units
Required Courses:		
PSY 1	General Psychology	3
PSY 3	Developmental Psychology	3
SOC 1	Introduction to Sociology	3
SOC 3	Fundamentals of Statistics	3
OR	MATH 14 Statistical Methods (4)	
Core Requirements Subtotal		12-13
Choose 11 additional units from the following (in consultation with advisor):		
BI 1A	General Biology (5)	
CIS 70A	Computer Business Appl/Windows (3)	
PSY 10	Psychological Aspects of Marriage and Family (3)	
PSY 12	Human Sexuality (3)	
PSY 20	Adolescent Psychology (3)	
PSY 33	Personal & Social Adjustment (3)	
Required Elective Subtotal		11
Required Subtotal		23-24
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		1
Physical Education Activities		2
DEGREE TOTAL		60-69

Advisors: R. Jordan, D. Mathewson

**SOCIAL SCIENCE
ASSOCIATE OF ARTS DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION**

Dept. No.	Title	Units
Required Courses:		
PS 1	Introduction to Government	3
PS 2	Comparative Government	3
HIST 3	History of World Civ	3
PSY 1	General Psychology	3
ECON 1	Principles of Economics	3
HIST 18	United States History	3
PHIL 6	Introduction to Philosophy	3
Required Subtotal		21
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		2
DEGREE TOTAL		60-66

Advisor: M. Smith

**SOCIOLOGY
ASSOCIATE OF ARTS DEGREE
WITH EMPHASIS ON TRANSFER
PREPARATION**

Dept. No.	Title	Units
Required Courses:		
SOC 1	Introduction to Sociology	3
ANTH 2	Cultural Anthropology	3
PHIL 10	General Logic	3
SOC 2	Social Problems	3
SOC 3	Fundamentals of Statistics	3
OR	MATH 14 Statistical Methods (4)	
SOC 14	Minority Groups in Americas	3
PSY 1	General Psychology	3
Required Subtotal		21-22
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		2
DEGREE TOTAL		60-67

Advisor: A. Saddington

STUDENT DEVELOPMENT

Student Development programs and courses are designed to prepare students for college experiences, academic achievement, and success in educational and occupational pursuits. Each course is designed to assist groups of students who share either common goals or common difficulties in reaching their goals.

New and re-entering students who might benefit from guidance in time management, study techniques, educational planning, setting realistic goals, changing careers, etc., are able to earn credit and reap personal benefits through Student Development courses.

THEATRE ARTS

The Theatre Arts curriculum is directed toward completion of the Associate of Arts degree and/or transfer to a four-year institution.

Program offerings are divided into three categories:

1. Required and elective courses for the Theatre Arts Major.
2. Main stage productions open to both majors and non-majors.
3. General Education courses in the Arts and Humanities primarily directed toward the non-major.

Persons planning to major in Theatre Arts should confer with an advisor before selecting courses toward that major.

Advisors: T. Nicholson, D. Walker

THEATRE ARTS ASSOCIATE OF ARTS DEGREE WITH EMPHASIS ON TRANSFER PREPARATION

Dept. No. Title Units
 Required Core Curriculum:

TA 1	Introduction to Theatre	3
TA 2A	Acting I	3
TA 9	Stagecraft	3
TA 22A	Play Production - Acting	3
OR TA 26A	Play Production - Dance (3)	
OR TA 32A	Play Production - Technical (3)	
Total Theatre Arts Core Curriculum.....		12

Theatre Arts Major/Emphasis in Acting:

Core Curriculum		12
TA 3A,B	Acting II	6
TA 22B	Play Production - Acting	3
TA 69A	Dramatic Literature	3
TA 80A	Theatre Makeup	3
Theatre Total		27

Theatre Arts Major/Emphasis in Dance:

Core Curriculum		12
DANC 10	Choreography I	3
DANC 15	History of Dance	3
TA 26B	Play Production - Dance	3
TA 51A,B	Theatre Dance	4
TA 90A,B	Musical Theatre Workshop.....	2
Theatre Arts Total		27

Theatre Arts Major/Emphasis in Musical Theatre:

Core Curriculum		12
TA 26A	Play Production - Dance	3
TA 51A,B	Theatre Dance	4
TA 90A-D	Musical Theatre Workshop.....	4
MUS 22	Class Voice	4
Theatre Arts Total		27

Theatre Arts Major/Emphasis in Technical Theatre:

Core Curriculum		12
TA 10	Entertainment Design	3
TA 32B	Play Production - Technical	3
TA 60A	Scene Design I	3
TA 62	Theatre Lighting	3
TA 70A	Theatre Sound	3
Theatre Arts Total		27

Theatre Arts Subtotal	27
General Education (Option 1 or 2)	34-43
Physical Education Activities	2
DEGREE TOTAL.....	63-72

WORK EXPERIENCE EDUCATION

Cooperative Work Experience Education is an important component of the education and training that students receive at College of the Desert. The purpose of the Cooperative Work Experience Education program is to familiarize students to the real world of work and enable them to integrate their classroom learning to a real work environment. The linkage effectively prepares and develops the participants for the world of work and makes them experienced employees. Students have the opportunity to earn college credit for participation in a paid or unpaid work or job training activity.

TWO TYPES OF WORK EXPERIENCE EDUCATION

1. **General Work Experience Education** is supervised employment of students with the intent to assist them in acquiring desirable work habits, attitudes and career awareness. Students' jobs need not be directly related to their educational goals.
2. **Occupational Work Experience Education** is supervised employment of students designed to extend their classroom-based occupational learning at an on-the-job learning station in fields directly related to their educational or occupational goals. Cooperative Work Experience can be carried out under either of two different plans:
 - A. **Parallel Plan** is general or occupational Cooperative Work Experience Education offering students the opportunity to attend college classes and earn college credit for concurrent learning on the job.
 - B. **Alternate Plan** is the type of Cooperative Work Experience Education designed to allow students to attend college full-time one semester and work full-time the following semester.

For the satisfactory completion of *all* types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours, **subject to the following limitations:**

1. **General Work Experience Education.**
 - A. **Parallel Plan.** A maximum of three credit hours per semester may be earned up to a total of six credit hours.
 - B. **Alternate Plan.** A maximum of six credit hours per semester may be earned up to a total of six credit hours.
2. **Occupational Work Experience Education.**
 - A. **Parallel Plan.** A maximum of four credit hours per semester may be earned up to a total of 16 credit hours.
 - B. **Alternate Plan.** A maximum of eight credit hours per semester may be earned up to a total of 16 credit hours.

Students may utilize their present work sites for improving skills or choose job placement assistance in another area through the Work Experience Office. Certain volunteer training activities may also qualify for college credit through Work Experience, provided that meaningful objectives are set and accomplished.

Through participation in the Cooperative Work Experience Program, students can benefit from:

- Practical work experience
- Practical training opportunity to apply classroom learning on the job
- Valuable contacts for employment
- Valuable opportunity to enhance interpersonal, intrapersonal and communication skills
- College credit and compensation while working
- Opportunity to discover individual interests and capabilities
- Opportunity to familiarize with the state of the art technology, equipment and current practices
- Orientation to a dynamic world of work
- By earning college credit, progress toward graduation
- All CSU campuses accept COD Work Experience units for elective transfer credit. (*There are CSU campus limits on the maximum number of Work Experience transfer units accepted.*)

Participants are required to complete 75 hours of a paid activity or 60 hours of unpaid volunteer work, plus completion of the objectives and a term paper, in order to receive one unit of college credit.

ELIGIBILITY

In order to be eligible for Cooperative Work Experience Education, students must:

1. Be enrolled as a College of the Desert student in 7 or more units of credit including work experience.
2. Spend at least five (5) hours a week at a training site.
3. Pursue a planned program of Cooperative Education which includes new or expanded responsibilities or learning opportunities beyond those of previous employment and training.

Note: Students with an F-1 visa must make a formal application to US Immigration and Naturalization Service before they can begin their employment. Contact the International Student Office for more information

HOW TO ENROLL

- Call the COD Work Experience Office at (760) 776-0186 for information and an application.
- Students must attend one of the required orientation sessions listed in the Work Experience section of the current class schedule.
- Go to the Work Experience Office (SE corner of the Dining Hall) and complete the required paperwork.

More information is available through the Work Experience Office (760) 776-0186. The office is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

Good News! Journalism students celebrate their first edition of the semester of the student newspaper, "The Chaparral" with instructor Ted Grofer (far right). Photo by Tom Wixon



A : ASTRONOMY**A 1 DESCRIPTIVE ASTRONOMY**

3 Units

Lecture: 3 hours

This course is an introductory survey of planetary, stellar and galactic astronomy designed for students not majoring in science. It reviews research techniques, current knowledge and theory about the planets, stars, galaxies and the age and origin of the universe.

Advisory: ENG 51 and MATH 40

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

A 1L DESCRIPTIVE ASTRONOMY LAB

1 Unit

Laboratory: 3 hours

This is an introductory laboratory course featuring the practical use of the telescope, an introduction to the geography of the sky, and applications of astronomical methods involving projects performed by the student.

Corequisite: A1 or prior completion

Advisory: ENG 51 and MATH 40

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

ACR: AIR CONDITIONING/HVAC**ACR 60 AIR CONDITIONING/
REFRIGERATION I**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course introduces students to the mechanical refrigeration cycle and its components. The use of specialized tools, instruments and service procedures for installation, maintenance and repair of air conditioning and refrigeration equipment are also covered.

Prerequisite: ENG 50 or equivalent; MATH 57 or equivalent

Advisory: Concurrent enrollment in ACR 64

Associate Degree Applicable

General Education Code: 0

**ACR 61 AIR CONDITIONING/
REFRIGERATION II**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Basic types of compressors are introduced. This course

covers operation of condensers within the refrigeration system. Basic evaporation process is studied. Metering devices are included with an emphasis on the specifics of modulating and fixed orifice controls. Laboratory experience provides the student an opportunity to practice the methods and techniques presented in the classroom.

Prerequisite: ACR 60

Advisory: Prior or concurrent enrollment in ACR 64

Associate Degree Applicable

General Education Code: 0

ACR 62 AIR CONDITIONING III

3 Units

Lecture: 3 hours

This course covers air conditioning controls, refrigeration cycle accessories, heat pump theory, defrost, troubleshooting heat pumps, troubleshooting residential cooling systems, evaporative cooling, air duct sizing and venting.

Prerequisite: ACR 61

Associate Degree Applicable

General Education Code: 0

ACR 63 AIR CONDITIONING IV

3 Units

Lecture: 3 hours

This course emphasizes air properties (psychrometrics) and air measurements, air conditioning tune-up, troubleshooting air conditioning systems, compressor and condenser replacement and charging procedures.

Prerequisites: ACR 62 and ACR 65 or equivalent field experience

Associate Degree Applicable

General Education Code: 0

**ACR 64 AIR CONDITIONING/
REFRIGERATION ELECTRICITY I**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course introduces basic theory of electricity and electronics, skills needed to install and service electrical circuits of air conditioning and refrigeration systems. Also included are components and symbols, wiring diagrams, and wiring diagram exercises.

Prerequisite: ENG 50 or equivalent;

MATH 57 or equivalent

Advisory: Concurrent enrollment in ACR 60

Associate Degree Applicable

General Education Code: 0

**ACR 65 AIR CONDITIONING/
REFRIGERATION ELECTRICITY II**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course introduces the procedures, techniques and instruments utilized for trouble shooting the motors, circuitry and control elements for air conditioning and refrigeration equipment. Variations in control systems, including solid state, are described and analyzed.

*Prerequisite: ACR 64**Associate Degree Applicable**General Education Code: 0***ACR 66 AIR CONDITIONING LOAD
ESTIMATING**

1 Unit

Lecture: 1 hour

This course presents techniques for determining heating and cooling loads on residential and light commercial buildings. Industry accepted ACCA, Manual J for residential load estimating and the ACCA, Manual N for commercial load estimating with the appropriate forms are used.

*Associate Degree Applicable**General Education Code: 0***ACR 68 AIR DISTRIBUTION SYSTEMS**

1 Unit

Lecture: 1 hour

This course provides the techniques and procedures used in layout, sizing and material estimating for residential and light commercial duct systems.

*Advisory: ACR 66**Associate Degree Applicable**General Education Code: 0***ACR 70A,B AIR CONDITIONING/
REFRIGERATION SPECIAL
PROJECT**

1 Unit

Laboratory: 3 hours

In these courses, the student utilizes the air conditioning/refrigeration lab facilities, the library and outside resources to complete a special project assigned in conjunction with the coursework for ACR 62 or ACR 63.

*Prerequisite: ACR 60, 61, 64**Corequisite: ACR 62 or ACR 63**Associate Degree Applicable**General Education Code: 0***ACR 74 AIR CONDITIONING/
REFRIGERATION SYSTEM
ACCESSORIES**

2 Units

Lecture: 2 hours

This course provides descriptions of the operation, installation, service and repair of accessory equipment commonly used to improve operating performance, to enhance efficiency or to provide operational flexibility of air conditioning systems.

*Prerequisite: ACR 60 and ACR 64**Associate Degree Applicable**General Education Code: 0***ACR 81 HEATING I**

2 Units

Lecture: 1½ hours

Laboratory: 1½ hours

This course presents the basic principles of physics, chemistry and engineering involved in the concept of gas-fired furnaces. Students are introduced to gas heating, principles of gas combustion, gas furnaces, gas burners and gas controls.

*Prerequisite: ACR 60 and ACR 64, or 2 years trade experience**Associate Degree Applicable**General Education Code: 0***ACR 82 HEATING II**

2 Units

Lecture: 1½ hours

Laboratory: 1½ hours

In this course, students are introduced to gas ignition systems, safety and operating controls, installation practices, ventilation and combustion air and gas troubleshooting.

*Prerequisite: ACR 81**Associate Degree Applicable**General Education Code: 0*

AGBU: AGRICULTURE/BUSINESS

AGBU 3 INTERNATIONAL AGRICULTURE

3 Units

Lecture: 3 hours

This course is designed to survey the world's food production system in terms of economic, political and cultural forces. It also emphasizes sustainable production of agricultural products.

*Prerequisite: ENG 50 or equivalent**Associate Degree Applicable; CSU, UC**General Education Code: 1*

AGBU 11 MANAGEMENT RECORDS

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course encompasses the study of employer requirements, business records and accounting procedures to analyze and enhance management decisions.

Prerequisite: ENG 50 or equivalent

Associate Degree Applicable; CSU

General Education Code: 0

AGBU 59A LEADERSHIP

1 Unit

Lecture: 1 hour

This course emphasizes basic principles of group and personal leadership for students within applied technology areas. Students study parliamentary procedure, organizational structure and meeting formats. Opportunities are provided for students to develop leadership skills, such as planning, communication, facilitation and problem solving through small group and formal meeting settings. In addition, concepts of personal leadership are explored including: mission statements, defining roles, goal setting, time management, weekly planning and self-evaluation.

Advisory: ENG 50 or equivalent

Associate Degree Applicable; CSU

General Education Code: 0

AGBU 59B CAREERS

1 Unit

Lecture: 1 hour

This course emphasizes basic methods for enhancing one's success when seeking employment. Students study strategies for locating potential employers, completing applications, preparing resumes and interview techniques. Opportunities are provided for students to experience interview process.

Advisory: ENG 50 or equivalent

Associate Degree Applicable; CSU

General Education Code: 0

AGPS: AGRICULTURE/PLANT SCIENCE**AGPS 1 SOILS AND PLANT NUTRITION**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This lecture and laboratory course covers: soil, derivation, classification, texture, structure, water movement and measurement, organic matter, microorganisms, sampling techniques, pH, salinity, reclamation and tillage. Also included are: soil survey reports and maps, basic soil

chemistry, essential plant nutrients, soil analysis, and fertilizers.

Prerequisite: ENG 50 or equivalent;

MATH 57 or equivalent

Associate Degree Applicable; CSU, UC

General Education Code: 0

AGPS 2 ENTOMOLOGY-GENERAL AND APPLIED

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course is a study of insects including classification, structure, major life systems, growth and development, ecology, economic importance, and control. Suggested for Biological Science General Education Requirements.

Prerequisite: ENG 50 or equivalent

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

AGPS 5 PLANT SCIENCE

3 Units

Lecture: 3 hours

This course offers an opportunity to learn the basic structure and function of plants, their place in the world of human activity and the methods used to manipulate the botanical world to human advantage. Students can expect to be exposed to plant anatomy, morphology and physiology as well as such practical matters as plant propagation, pruning and fertilization.

Prerequisite: ENG 50 or equivalent

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

AGPS 5L PLANT SCIENCE LAB

1 Unit

Laboratory: 3 hours

This laboratory is the companion of AGPS 5. It provides an introduction to biological science procedures as well as direct experience with horticultural operations. Included are plant propagation, pruning, anatomy, morphology, taxonomic keys, transplanting and plant use and pesticides.

Corequisite: AGPS 5 or prior completion

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

**AGPS 30 AGRICULTURAL CHEMICAL
APPLICATION AND SAFETY**

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course covers proper and safe methods of applying agricultural chemicals. Students will learn to measure areas to be treated, calculate the amount of material needed, choose the appropriate application method and equipment, follow proper mixing procedures, calibrate and operate application equipment efficiently and safely, and service equipment before and after use. State and federal laws regulating the use of agricultural chemicals are studied, and students are prepared to take the California Certified Applicator examinations.

*Advisory: ENG 50 or equivalent;
MATH 57 or equivalent*
Associate Degree Applicable; CSU
General Education Code: 0

AGPS 32 PESTICIDE LAWS & REGULATIONS

2 Units
Lecture: 2 hours

This course covers state and federal laws regulating the use of pesticides and prepares students to take California's Certified Applicator examinations. Proper and safe methods of applying agricultural chemicals are discussed, along with procedures for calculating the amount of material needed. In addition, students study alternative pest control methods.

Advisory: ENG 50 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

AJ: ADMINISTRATION OF JUSTICE

**AJ 1 INTRODUCTION TO THE
ADMINISTRATION OF JUSTICE
(CAN AJ 2)**

3 Units
Lecture: 3 hours

This is a study of the History and Philosophy of Administration of Justice in America. It includes a recapitulation of the system, identification of the various sub-systems, role expectations, and their inter-relationships. It covers theories of crime, punishment, and rehabilitation; ethics, education and training for professionals in the system.

Prerequisite: ENG 50 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2

**AJ 2 CRIMINAL LAW
(CAN AJ 4)**

3 Units
Lecture: 3 hours

This is a study of the historical development, philosophy of law and constitutional provisions, definitions, classification of crimes, and their application to the system of administration of justice. It includes legal research, study of case law, methodology, and concepts of law as a social force.

Prerequisite: AJ 1
Associate Degree Applicable; CSU, UC
General Education Code: 0

**AJ 3 LEGAL ASPECTS OF EVIDENCE
(CAN AJ 6)**

3 Units
Lecture: 3 hours

This course includes a study of the origin, development, philosophy and constitutional basis for the Rules of Evidence. It includes constitutional and procedural considerations affecting search and seizure, the kinds of degrees of evidence and the rules governing admissibility at trial, and judicial decisions interpreting individual rights and case studies.

Prerequisite: AJ 1
Associate Degree Applicable; CSU
General Education Code: 0

**AJ 4 PRINCIPLES & PROCEDURES OF
THE JUSTICE SYSTEM**

3 Units
Lecture: 3 hours

This is an in-depth study of the role and responsibilities of each segment within the Administration of Justice System, Law Enforcement, Judicial and Corrections. It includes exposure to past, present and future sub-system procedures from initial entry to final disposition, and the relationship each segment maintains with its system members and the community.

Prerequisite: AJ 1
Associate Degree Applicable; CSU
General Education Code: 0

**AJ 5A MULTICULTURAL ISSUES WITHIN
PUBLIC SAFETY**

3 Units
Lecture: 3 hours

The purpose of this course is to present students with a perspective of major cultural groups in California that transcends the views commonly found in society. The course explores how differences in culture, ethnicity, race, prejudice, and ethnocentrism are addressed in the Justice System.

Advisory: ENG 50 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1

AJ 6 PRINCIPLES OF INVESTIGATIONS

3 Units
Lecture: 3 hours

This course includes the study of basic principles of all types of investigations utilized in the Justice System. Coverage includes human aspects in dealing with the public, specific knowledge necessary for handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources, and case preparation.

Prerequisite: AJ 1
Associate Degree Applicable; CSU
General Education Code: 0

AJ 7 CRIMINAL SUBSTANTIVE LAW

3 Units
Lecture: 3 hours

This is an in-depth study of the substantive laws commonly encountered by the municipal, county, or state police officer, investigator or other criminal justice employee. The scope of the course includes misdemeanor and felony violations of the criminal statutes, provides an understanding of California Codified Law, and an overview of case decisions.

Prerequisite: AJ 1
Associate Degree Applicable; CSU
General Education Code: 0

**AJ 8 CONCEPTS OF ENFORCEMENT
SERVICES**

3 Units
Lecture: 3 hours

Topics discussed in this course include: exploration of theories, philosophies, and concepts related to the role expectations of the line enforcement officer which include patrol, traffic, and public service responsibilities.

Prerequisite: AJ 1
Associate Degree Applicable; CSU
General Education Code: 0

AJ 9 TRAFFIC CONTROL

3 Units
Lecture: 3 hours

Students study basic accident investigation, the use of the State Accident Report Form, the principles of "selective" enforcement, parking and intersection control, basic provisions of the California Vehicle Code governing the operation of motor vehicles, and the responsibilities of the community in traffic control.

Prerequisite: AJ 1
Associate Degree Applicable; CSU
General Education Code: 0

AJ 10 JUVENILE LAW AND PROCEDURE

3 Units
Lecture: 3 hours

This course introduces major types of criminal behavior, role careers of offenders and factors which contribute to criminality or delinquency. It covers methods used in dealing with offenders in the justice system; the changing role of law enforcement and judicial, probation, parole and institutions; changes of the law in crime control and treatment processes, and techniques of handling juveniles.

Prerequisite: AJ 1
Associate Degree Applicable; CSU
General Education Code: 0

AJ 16 NARCOTICS CONTROL

3 Units
Lecture: 3 hours

This is a study of the laws relating to narcotics and dangerous drugs as well as the procedures and problems in investigations and the control of violations of narcotic laws. Students learn how to identify narcotics and dangerous drugs, how to assess their effect on users, and how to prepare a case for court presentation.

Prerequisite: AJ 1
Associate Degree Applicable; CSU
General Education Code: 0

AJ 17 WILDLIFE LAW ENFORCEMENT

3 Units

Lecture: 3 hours

This course provides information relating to wildlife law enforcement in the United States and California. Topics studied include: the relationships between Federal and State wildlife laws and regulations, laws as a wildlife management tool, perpetuating wildlife resources, qualifications of wildlife law enforcement officers, duties and responsibilities, enforcement procedures, court systems, fines and forfeitures, hunter safety program, public responsibilities, preservation of the environment and conserving wildlife.

Prerequisite: ENG 50 or equivalent
Associate Degree Applicable
General Education Code: 0

AJ 19A PC 832, ARREST AND FIREARMS

3 Units

Lecture: 2½ hours

Laboratory: 1½ hours

This course provides the arrest and firearms portion for peace officers who do not possess a basic certificate awarded by the Commission on Peace Officer Standards and Training. Topics include basic laws of arrest and firearms, use of firearms, communication and arrest methods. Meets the curriculum standards of the Peace Officer Standards and Training required by Penal Code Section 832. Minimum of 40 hours lecture and 24 hours laboratory.

Advisory: ENG 50
Associate Degree Applicable
General Education Code: 0

AJ 19B LEVEL III RESERVE OFFICER TRAINING, PART 2

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course is designed to meet the state mandated training requirements to be qualified as a Level III police reserve officer. Curriculum covers the history and ethics of law enforcement, criminal justice system, defensive tactics, information systems, criminal law, crimes against persons and property, laws of arrest, use of firearms, vehicle operations, crimes in progress and report writing. The course satisfies Peace Officer Standards and Training (P.O.S.T.) requirements for Level III police reserve certification. Total of 56 hours lecture and 48 hours laboratory.

Prerequisite: AJ 19A
Associate Degree Applicable
General Education Code: 0

AJ 20 PEACE OFFICER RESERVE/LEVEL II

5 Units

Lecture: 5 hours

Laboratory: ½ hour

This course provides training required by Penal Code Section 832, mandated by P.O.S.T. for reserve officers, including law, communications, vehicle operations, use of force and weapons, patrol procedures, traffic control, arrest and custody of suspects. To comply with the agreement with P.O.S.T., this course must meet a minimum of ninety-nine (99) hours; ninety (90) hours lecture and nine (9) hours laboratory.

Prerequisite: AJ 19
Associate Degree Applicable
General Education Code: 0

AJ 24 REPORT WRITING

3 Units

Lecture: 3 hours

This course emphasizes the procedures and practices commonly used to gather data and information and prepare a variety of written reports and records. Students learn to write criminal justice reports that meet statistical, legal, and prosecution requirements of the criminal justice system. The course provides students with abundant practice in writing effective reports, bulletins, memos, letters, and other short papers.

Prerequisite: AJ 1
Associate Degree Applicable; CSU
General Education Code: 0

AJ 30 CORRECTIONAL SYSTEMS

3 Units

Lecture: 3 hours

Criminals and institutional personnel involved in corrections at all levels are reviewed in depth. History, politics, and contemporary correction issues such as punishment, theories, sentencing alternatives, prison experience, and prisoner rights, female and juvenile incarceration problems, over crowding, and 21st century corrections are examined.

Prerequisite: AJ 1
Associate Degree Applicable; CSU
General Education Code: 0

ANTH: ANTHROPOLOGY**ANTH 1 INTRODUCTION TO
PHYSICAL ANTHROPOLOGY
(CAN ANTH 2)**

3 Units
Lecture: 3 hours

This course is a study of the origins of humans and their place in nature. Topics emphasized include the mechanisms of biological evolution, the physical form and behavior of the nonhuman primates, the fossil record of early humans and our current racial variability.

Prerequisite: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

**ANTH 2 CULTURAL ANTHROPOLOGY
(CAN ANTH 4)**

3 Units
Lecture: 3 hours

This course is a topical introduction to the cross-cultural study of human societies. Among the topics discussed are food-getting practices, marriage customs, kinship systems, social organization and supernatural beliefs. Also emphasized are theories of culture and the nature of cultural change.

Prerequisite: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

**ANTH 3 ARCHAEOLOGY, AN
INTRODUCTION TO PREHISTORY
(CAN ANTH 6)**

3 Units
Lecture: 3 hours

This course is an introduction to human prehistory spanning the period from the earliest toolmakers to the recent past. It describes and explains human cultural developments from data collected on all continents. The tools, techniques and methodologies of archaeological investigations are examined and evaluated.

Prerequisite: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

ARCH: ARCHITECTURE**ARCH 1 INTRODUCTION TO
ARCHITECTURAL PROFESSIONS**

3 Units
Lecture: 3 hours

This course provides students with an overview of professional occupations in Architecture, Landscape Architecture, Construction Management, City and Regional Planning, and Architectural Engineering.

Prerequisite: ENG 50 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 0

ARCH 2 MATERIALS OF CONSTRUCTION

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course is an introduction to construction materials and processes. Lab demonstrations in construction techniques and field trips to construction sites will be utilized to assist students' understanding of construction principles and practices. Emphasis on the selection of materials in a design context will help develop students' spatial and three dimensional skills.

Prerequisite: ENG 50 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

ARCH 3A ARCHITECTURAL PRACTICE I

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an introductory course in wood construction methods and processes. It focuses on the use of drafting tools, office equipment and references to assist in selection and drawing of architectural details, including foundation, floors, walls and roofs.

Prerequisite: DRA 1 or equivalent
Advisory: Concurrent enrollment in ARCH 2
Associate Degree Applicable; CSU
General Education Code: 0

ARCH 3B ARCHITECTURAL PRACTICE II

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an advanced drafting course for Architecture, Construction Management and Architectural Engineering majors. It is a comprehensive study of the development of construction documents. It is a

continuation of the content and issues introduced in ARCH 3A, plus the systems and integration of CAD technology used to document 2-dimensional designs, i.e.; site plan, floor plans, exterior elevations, roof plan, sections and architectural details.

Prerequisite: ARCH 3A or equivalent
Advisory: Concurrent enrollment in DRA 8
Associate Degree Applicable; CSU
General Education Code: 0

ARCH 5 INTRODUCTION TO DRAWING AND PERSPECTIVE

2 Units
 Laboratory: 6 hours

This course is the first in a series of three graphics courses. It is an introduction to basic techniques used for graphic communication in the design professions. It includes the study of orthographic and isometric projections, mechanical and freehand perspectives, shading, shadows and reflection.

Prerequisite: ARCH 3A or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 0

ARCH 6 ARCHITECTURAL DELINEATION

2½ Units
 Lecture: 1 hour
 Laboratory: 4½ hours

This course is a continuation of ARCH 5, and is the second in a series of three graphics courses. It focuses on drawing and sketching as a communication tool in the field of environmental design. Student development of basic skills in architectural illustration and proper use of various drawing media are emphasized.

Prerequisite: ARCH 5 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 0

ARCH 7 DESCRIPTIVE DRAWING & GRAPHIC ANALYSIS

2 Units
 Laboratory: 6 hours

This course is the final in a series of three graphic courses. It provides the student further development of freehand graphic communication skills used in environmental design. Representation of conceptual ideas, analysis and design concepts are used to demonstrate the link between graphics, design process and communication.

Prerequisite: ARCH 6 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 0

ARCH 8 ARCHITECTURAL DESIGN FUNDAMENTALS I

3 Units
 Lecture: 1 hour
 Laboratory: 6 hours

This course is an introductory study of design problems in three dimension. The concept of space, form, structure, color and materials are studied in addition to the universal principles common to all design disciplines. This course focuses on the analysis of design techniques, and exercises to develop students' skills. Required for all Environmental Design majors.

Prerequisite: ARCH 3A
Associate Degree Applicable; CSU, UC
General Education Code: 0

ARCH 9 ARCHITECTURAL DESIGN FUNDAMENTALS II

3 Units
 Lecture: 1 hour
 Laboratory: 6 hours

This is the second in a three-semester sequence of design courses. This course is a case-study application of design theories of the 20th Century and their impact on contemporary spatial and conceptual ideas permeating architecture, art and the environment.

Prerequisite: ARCH 8
Associate Degree Applicable; CSU, UC
General Education Code: 0

ARCH 10 ENVIRONMENTAL CONTROL SYSTEMS

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours

This course is an introduction to the physical relationships between people and their environment. It includes a study of the physical phenomena of heat, light, and sound. This course also examines the climatological relationship between vernacular building solutions and the natural conditioning systems of architecture.

Prerequisite: ARCH 2
Associate Degree Applicable; CSU
General Education Code: 0

ARCH 11 ARCHITECTURAL BLUEPRINT READING

3 Units
Lecture: 3 hours

This course is a study of basic information for reading blueprints and construction drawings. It is designed for those who must assimilate information found in working drawings and specifications.

Prerequisite: ENG 50 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

ARCH 12 CONSTRUCTION ESTIMATING

2 Units
Lecture: 2 hours

This course covers methods used in estimating cost and quantities involved in construction materials, equipment and labor.

Associate Degree Applicable; CSU
General Education Code: 0

ARCH 14 HISTORY OF ARCHITECTURE I

3 Units
Lecture: 3 hours

This is an introductory course in the history of architecture. It examines Western ideals from the beginning of time to Classical Greece and Rome. The course covers architecture from the birth of Christianity and the Age of Reason, through the discovery of the New Worlds and periods of transition to Modernism and Post-Modernism, to the present

Prerequisite: ENG 50 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2

ARCH 15 ELEMENTARY STRUCTURES

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is for advanced Architecture, Architectural Engineering and Construction Management students. It is a study of forces on building structures; shear and bending moment diagrams, static equilibrium and stability of structural systems.

Prerequisite: ARCH 2 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

ARCH 17 ARCHITECTURAL DESIGN FUNDAMENTALS III

3 Units
Lecture: 1 hour
Laboratory: 6 hours

This is the final course in a three-semester design series. It focuses on the application of both theoretical and environmental issues involved in the Student Design Competitions. Students study site and environmental issues and architectural programming as design stimulus.

Prerequisite: ARCH 9, ARCH 10 or equivalent
Advisory: Concurrent enrollment in ARCH 7
Associate Degree Applicable; CSU, UC
General Education Code: 0

ART: ART**ART 1A DRAWING AND COMPOSITION**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is a basic course in the principles, theories and techniques of drawing and composition. Perspective drawing, organization, and rendering techniques are investigated.

Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 1B DRAWING AND COMPOSITION

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an intermediate course in the principles, theories, and techniques of drawing and composition. Students work with pencil, charcoal, pen and ink, and ink washes.

Prerequisite: ART 1A or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 1C DRAWING AND COMPOSITION

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course offers advanced study of drawing problems with an emphasis on color media.

Prerequisite: ART 1B or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 1D DRAWING AND COMPOSITION

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course offers special studies of advanced drawing problems. Student assignments encourage creativity through individual expression and portfolio development.

Prerequisite: ART 1C or equivalent

Associate Degree Applicable; CSU, UC

General Education Code: 0

ART 2A HISTORY OF ART

3 Units

Lecture: 3 hours

This survey course examines the art of the ancient world. Slide illustrated lectures and videotapes are used in the study of the architecture, sculpture, painting, and other visual art forms of prehistoric and primitive peoples, as well as the art of the Ancient Near East, Egyptian, Aegean, Greek, Etruscan, Roman, Early Christian and Byzantine cultures.

Prerequisite: ENG 50

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

ART 2B HISTORY OF ART

3 Units

Lecture: 3 hours

This survey course examines the art of the Western World from the Early Middle Ages through the Baroque era. Illustrated lectures and videotapes are used in the study of the architecture, sculpture, painting and other visual art forms of the Early Medieval, Romanesque, Gothic, Late Gothic, Early and High Renaissance, Northern Renaissance, Mannerist, Baroque and Rococo periods.

Prerequisite: ENG 50

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

ART 2C HISTORY OF MODERN ART

3 Units

Lecture: 3 hours

The art of Europe and America from the nineteenth century to the present is examined in this course. Illustrated lectures on significant movements in painting, sculpture, and architecture of this period include: Romanticism, Realism, Impressionism, Expressionism, Cubism, Dada, Surrealism, Abstract Expressionism, Pop Art, and contemporary directions.

Prerequisite: ENG 50

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

**ART 2D HISTORY OF POSTMODERN ART
(Art Since 1960)**

3 Units

Lecture: 3 hours

This course examines the art of Europe and America from 1960 to the present. Illustrated lectures and on-sight viewing of art works focus on significant movements in painting, sculpture, and architecture of this period which include Pop Art, Op Art, Earth Works, Performance Art, Graffiti Art, Installation Art, Conceptual Art, Environmental Art, New Realism, ethnicity and gender issues.

Advisory: ENG 50

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

ART 3A BASIC DESIGN AND COLOR

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This is a beginning course in the study of visual elements and organizational principles. Through a study of shape, texture, line, space, and color, students gain experience in organizing their thoughts and in solving design problems.

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2

ART 4 THREE-DIMENSIONAL DESIGN

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course investigates the factors determining the designs of both utilitarian and non-utilitarian objects. Through a study of mass, volume, space and shape, students gain experience solving three-dimensional design problems. Materials are studied through projects in construction, modeling and casting.

Associate Degree Applicable; CSU, UC

General Education Code: 0

ART 5A LIFE DRAWING

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This is a basic course in the study of the human figure from a model. Composition and expressive aspects of gesture, weight, and line are investigated through pencil and charcoal exercises.

Advisory: ART 1A and/or ART 3A

Associate Degree Applicable; CSU, UC

General Education Code: 0

ART 5B ADVANCED LIFE DRAWING

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an intermediate to advanced course in the study of the human figure from a model. Students explore a variety of drawing materials and techniques leading toward personal growth and style. May be taken for a total of three times.

Prerequisite: ART 5A or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 7A CERAMICS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study basic hand built ceramics as well as wheel-thrown techniques. The processes of pottery glazing, kiln loading, and firing also are explored.

Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 7B CERAMICS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course emphasizes advanced techniques of pottery forming, glaze formulation, decoration, and kiln firing.

Prerequisite: Art 7A
Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 7C CERAMICS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides an opportunity for advanced students to work in a specific area of ceramics. Students may choose from the following: pottery forming techniques, glaze making, kiln firing and decoration techniques.

Prerequisite: ART 7B
Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 7D CERAMICS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course offers advanced students an opportunity to continue specialized studies. Emphasis is given to glaze formulation, kiln construction, and firing techniques.

Prerequisite: ART 7C
Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 7E CLAY FOR TEACHERS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course offers a basic knowledge of ceramics to students who plan to teach or are currently teaching. Its emphasis is on methods and processes suited to elementary schools, recreation centers, and youth programs. Laboratory work includes aspects of clay forming, decorating, and firing.

Associate Degree Applicable; CSU
General Education Code: 0

ART 9A PRINTMAKING

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Introduces basic hand processes in the making of prints by exploring different technical methods, including relief, intaglio, stencil, and monoprint. The course includes an exploration of photo printmaking and an introduction to computer applications for image development.

Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 9B PRINTMAKING

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is a further exploration of basic methods of producing prints and of developing further competence in plate development and printing. Classwork focuses on attaining competence in the technique of aquatint as well as improving other basic etching and drypoint skills.

Prerequisite: ART 9A
Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 9C PRINTMAKING

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course continues intermediate level technical approaches and focuses on a specific technical area within the printmaking field. Students concentrate on developing their own personal style.

*Prerequisite: ART 9B**Associate Degree Applicable; CSU, UC**General Education Code: 0***ART 9D PRINTMAKING**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course offers students an opportunity to work on special problems and projects in printmaking.

*Prerequisite: ART 9C**Associate Degree Applicable; CSU, UC**General Education Code: 0***ART 10 INTRODUCTION TO ART**

3 Units

Lecture: 3 hours

This course is an introduction to problems, techniques and social forces that shape and reflect our visual world. Emphasis is placed on gaining insights and developing an understanding of the variables inherent in planning, organizing, and making a work of art.

*Prerequisite: ENG 50**Associate Degree Applicable; CSU, UC**General Education Code: 1, 2, 3***ART 11A SCULPTURE**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This is a basic course in the principles, theories and techniques of sculpture. Students explore three-dimensional forms with a variety of materials and techniques. Additive, subtractive, and assemblage formats are explored.

*Advisory: ART 4**Associate Degree Applicable; CSU, UC**General Education Code: 0***ART 11B SCULPTURE**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This is an intermediate course in the principles, theories, and techniques of sculpture. Students explore three-

dimensional forms with an emphasis in the additive process and mold making.

*Prerequisite: ART 11A or equivalent**Associate Degree Applicable; CSU, UC**General Education Code: 0***ART 11C SCULPTURE**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This is an advanced course in the principles, theories, and techniques of sculpture. Students explore three-dimensional forms with an emphasis in the subtractive process.

*Prerequisite: ART 11B or equivalent**Associate Degree Applicable; CSU, UC**General Education Code: 0***ART 11D SCULPTURE**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course offers special studies of advanced sculptural problems. Student assignments encourage creativity through individual expression and portfolio development.

*Prerequisite: ART 11C or equivalent**Associate Degree Applicable; CSU, UC**General Education Code: 0***ART 14A SCREEN PRINTING**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Students in this course study basic hand processes in the making of silkscreen prints. Class work focuses on attaining competence in direct processes of stencil making. Drawing skills are recommended.

*Associate Degree Applicable; CSU, UC**General Education Code: 0***ART 14B SCREEN PRINTING**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Students in this course study basic hand processes in the making of silkscreen prints. Class work focuses on attaining competence in producing prints utilizing hand generated stencils which are applied photographically. Drawing skills are recommended.

*Prerequisite: ART 14A**Associate Degree Applicable; CSU, UC**General Education Code: 0*

ART 14C SCREEN PRINTING

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study advanced hand processes in the making of silkscreen prints. Class work focuses on attaining competence in producing prints utilizing cut film stencil methods. Drawing skills are recommended.

Prerequisite: ART 14B
Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 14D SCREEN PRINTING

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study advanced hand processes in the making of silkscreen prints. Class work focuses on attaining competence in producing prints utilizing photographic stencil methods. Drawing skills are recommended.

Prerequisite: ART 14C
Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 18A PAPERMAKING

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course in two and three dimensional papermaking compares Eastern and Western papermaking techniques and their cultural influences. Students explore different technical methods and philosophical approaches of hand papermaking leading to uses of the medium as an art form.

Associate Degree Applicable; CSU
General Education Code: 1

ART 18B PAPERMAKING

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course continues with Eastern and Western multi-cultural aspects of papermaking techniques. Instruction is given to encourage development of a personal style reflecting either an Eastern or Western technique and aesthetic approach.

Prerequisite: ART 18A
Associate Degree Applicable; CSU
General Education Code: 0

ART 18C PAPERMAKING

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This advanced course teaches students to continue the hand papermaking process by studying the diversified ways various cultures have developed their paper technology. Students construct equipment and work with processes employed by differing cultures.

Prerequisite: ART 18B
Associate Degree Applicable; CSU
General Education Code: 0

ART 18D PAPERMAKING

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This advanced course in hand papermaking offers students an opportunity to work on special problems and projects. Emphasis is placed on cultural diversity in hand papermaking.

Prerequisite: ART 18C
Associate Degree Applicable; CSU
General Education Code: 0

ART 20A-D CERAMIC SCULPTURE

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is an introduction to the fundamental elements of the ceramic sculpture process in which students are taught to model ceramic sculpture and complete the finishing process with several methods of kiln firing.

Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 21A PAINTING/WATERCOLOR

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is an introduction to fundamentals of transparent watercolor painting. Techniques covered include: washes, wet-in-wet, direct and layering.

Recommended: Courses in design and color and/or drawing and composition
Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 21B PAINTING/WATERCOLOR

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This is an intermediate course in fundamental methods of watercolor painting. Class work includes basic principles of color and composition.

*Prerequisite: ART 21A**Associate Degree Applicable; CSU, UC**General Education Code: 0***ART 21C PAINTING/WATERCOLOR**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

In this advanced course in watercolor painting, transparent and opaque techniques are applied to pictorial composition.

*Prerequisite: ART 21B**Associate Degree Applicable; CSU, UC**General Education Code: 0***ART 21D PAINTING/WATERCOLOR**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides an opportunity for advanced work in watercolor, including mixed media and collage methods.

*Prerequisite: ART 21C**Associate Degree Applicable; CSU, UC**General Education Code: 0***ART 23A PAINTING/OIL**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course is an introduction to fundamentals of oil painting with an emphasis on developing technical skills and composition.

*Associate Degree Applicable; CSU, UC**General Education Code: 0***ART 23B PAINTING/OIL**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course is an intermediate course in methods of oil painting. Classwork includes principles of color and

composition with an emphasis on developing an awareness of the diversity possible with oil media.

*Prerequisite: ART 23A**Associate Degree Applicable; CSU, UC**General Education Code: 0***ART 23C PAINTING/OIL**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

In this advanced course in oil painting, students use traditional, as well as experimental techniques to investigate personal interests in composition and style.

*Prerequisite: ART 23B**Associate Degree Applicable; CSU, UC**General Education Code: 0***ART 23D PAINTING/OIL**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides an opportunity for advanced work in oil painting. Students continue to explore directions leading toward personal growth and style.

*Prerequisite: ART 23C**Associate Degree Applicable; CSU, UC**General Education Code: 0***ART 25A PAINTING/ACRYLIC**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course is an introduction to fundamentals of acrylic painting. Methods include: opaque, transparent, under and over painting, and textural and collage techniques.

*Recommended: Courses in design and color and/or drawing and composition**Associate Degree Applicable; CSU, UC**General Education Code: 0***ART 25B PAINTING/ACRYLIC**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This is an intermediate course in methods of acrylic painting. Class work includes basic principles of color and composition.

*Prerequisite: ART 25A**Associate Degree Applicable; CSU, UC**General Education Code: 0*

ART 25C PAINTING/ACRYLIC

2 Units
Lecture: 1 hour
Laboratory: 3 hours

In this advanced course in acrylic painting, fundamental and experimental techniques are applied to composition and construction.

Prerequisite: ART 25B
Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 25D PAINTING/ACRYLIC

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides an opportunity for advanced work in acrylics, including mixed media and rhoplex.

Prerequisite: ART 25C
Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 30A PHOTOGRAPHY I: BLACK & WHITE

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides an introduction to the tools, materials, and techniques of black and white photography. Darkroom experience is included. An adjustable camera is required.

Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 30B PHOTOGRAPHY II: BLACK & WHITE

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is designed to both strengthen darkroom skills and techniques and to explore photography as a means of creative expression and communication. Students develop a greater mastery of exposure, lighting, and fine printing techniques. An adjustable camera is required.

Prerequisite: ART 30A
Recommended: ART 33
Associate Degree Applicable; CSU, UC
General Education Code: 0

**ART 30C PHOTOGRAPHY III
BLACK AND WHITE**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This advanced course is designed to expand technical

darkroom skills and to further develop an aesthetic sensibility to the photographic image. Topics include studio lighting, flash techniques, archival printing and matting, and alternative printing processes. An adjustable camera is required.

Prerequisite: ART 30B
Associate Degree Applicable; CSU
General Education Code: 0

**ART 30D PHOTOGRAPHY IV
BLACK AND WHITE**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

In this course, students apply their technical knowledge and aesthetic training to provide a portfolio of twenty archival photographic images organized around a central theme or approach. Activities include field trips, extensive critiques, demonstrations, and supervised independent work. An exhibition of class work in a gallery space will be required at the end of the semester.

Prerequisite: ART 30C
Associate Degree Applicable; CSU
General Education Code: 0

ART 31 DIGITAL PHOTOGRAPHY

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides an introduction to the tools, materials and techniques of digital photography. Students learn to capture images using a digital camera or camcorder. Topics include the use of digital interfaces, printers and file formats as well as the preparation of images for web use. A digital camera or digital video camcorder is required. (Also listed as, and equivalent to, DDP 31.)

Associate Degree Applicable; CSU
General Education Code: 0

ART 33 HISTORY OF PHOTOGRAPHY

3 Units
Lecture: 3 hours

This course is a history of photography from its beginning in the mid-nineteenth century to the present time. Illustrated lectures on the technology, application and aesthetics of photography as a fine art form include the significant movements which contributed to the establishment of photography as one of the major forms of art and communication in the twentieth century.

Prerequisite: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

ART 40 GRAPHIC DESIGN I

3 Units
Lecture: 2 hours
Laboratory: 3 hours

Students in this course utilize computers to solve visual communication and design problems using graphic components. Topics covered include typography, logos/marks/symbols/pictographs, corporate identity, graphic techniques (both digital and traditional), introduction to advertising design, digital prepress and press. Adobe Photoshop and Adobe Illustrator software are used to create final images. (Also listed as, and equivalent to, DDP 10.)

Prerequisite: ART 3A or concurrent enrollment
Advisory: CIS 82D (strongly recommended)
Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 41 GRAPHIC DESIGN II

3 Units
Lecture: 2 hours
Laboratory: 3 hours

Students in this course utilize computers to solve communication and design problems for traditional and new media using graphic, audio, and animation components. Topics covered include traditional and digital typography, animation, motion graphics, sound, new media as communication, non-linear interactive design, and electronic page design. (Also listed as, and equivalent to, DDP 11.)

Prerequisite: ART 40 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

ART 80A-D PAINTING WORKSHOP

1 Unit
Laboratory: 3 hours

This course offers a basic study in the fundamentals of composition and painting techniques. Emphasis is placed on the development of painting skills through painting experience, library research, demonstration and lecture.

Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 81A-D BASIC DRAWING I

1 Unit
Laboratory: 3 hours

This basic course in drawing provides the student with an opportunity to explore the materials and techniques of drawing. Problems of line, space, and texture are studied.

Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 83A-D LANDSCAPE PAINTING

1 Unit
Laboratory: 3 hours

This course provides the student with an opportunity to explore a subject from nature's landscape, using oil, watercolor, and mixed media.

Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 84A-D PAINTING THE DESERT LANDSCAPE AND ITS FLORA

1 Unit
Laboratory: 3 hours

This course provides the student with an opportunity to examine the specific problems associated with painting the local desert landscape and its flora, using watercolor, oil, acrylic, and mixed media. The student will be exposed to a variety of techniques and compositional approaches.

Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 85A-D STILL LIFE PAINTING

1 Unit
Laboratory: 3 hours

This course is an introduction to the principles, theories, and techniques of painting still life. The student will investigate various painting media and techniques, with emphasis being placed on the problems of perspective and space, color, and composition associated with still life arrangements and photographs.

Associate Degree Applicable; CSU, UC
General Education Code: 0

ART 97 STUDIO LAB

½ Unit
Laboratory: 1½ hours

ART 98 STUDIO LAB

1 Unit
Laboratory: 3 hours

Studio Lab is an open entry/open exit environment designed to develop studio application skills for students in all segments of the art area. Emphasis is on individual studio art applications with time devoted to completing art/lab projects assigned in specific studio art courses. Students receive a credit/no credit grade mark. May be taken for a total of four times.

Corequisite: Enrollment in any Art course
General Education Code: 0

ASC: ACADEMIC SKILLS CENTER

ASC 5 TUTOR TRAINING

½ Unit

Lecture: 4 hours

Laboratory: 12 hours per semester

This course provides the training, practicum, and applied projects necessary for success in peer tutoring.

Prerequisite: Grade of A or B in course being tutored

Associate Degree Applicable

General Education Code: 0

ASC 10A-D TUTOR TRAINING - AVID

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course prepares AVID (Advancement Via Individual Determination) tutors, under the direction of a trained instructor, to work with individuals and study groups in academic areas commensurate with high school and college expectations.

Prerequisite: English and math skills proficiency at assigned level

General Education Code: 0

ASC 54 APPLIED STUDY SKILLS

1 Unit

Lecture: 1 hour

This course is designed to enhance the student's learning ability in college by providing guided instruction in development of successful study habits. Content includes the following skills: information gathering; note taking; critical reading and retention; listening skills; analyzing instruction style; preparation for and taking quizzes, tests, and examinations; time management; self-motivation and resource tours.

General Education Code: 0

ASC 55 SKILLS DEVELOPMENT - ELECTRONIC

½ Unit

Lecture: ½ hour

This course provides electronic vocabulary terminology for notetaking, outlining, and report writing, leading to overall improvement in study habits.

General Education Code: 0

ASC 97A-D SUPPLEMENTAL LEARNING LAB

½ Unit

Laboratory: 1½ hours

ASC 98A-D SUPPLEMENTAL LEARNING LAB

1 Unit

Laboratory: 3 hours

This course provides computer assisted instruction and materials supplementary to the instructor's classroom and/or laboratory presentation to advance the student's knowledge and/or personal growth.

Corequisite: Enrollment in an academic course

General Education Code: 0

ASC 100 SUPERVISED TUTORING

0 Unit

The Tutorial Center is an open entry/open exit environment where college students with learning needs in academic subjects receive tutoring through one-to-one contact and small group instruction. Registration for Supervised Tutoring is required. Students may register either during formal registration or, if students wish to add later in the semester, at the Tutoring Center itself in Building E, Room 4.

General Education Code: 0

ASL: AMERICAN SIGN LANGUAGE

ASL 1A ELEMENTARY AMERICAN SIGN LANGUAGE

3 Units

Lecture: 3 hours

This course is an introduction to American Deaf culture through the language of different sign systems of American Sign Language and includes basic sign vocabulary, grammar, the manual alphabet, and other topics.

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

ASL 1B ELEMENTARY AMERICAN SIGN LANGUAGE

3 Units

Lecture: 3 hours

This course further introduces the culture of the Deaf through the use of American Sign Language in a wide variety of social situations. Students learn to use appropriate communicative behaviors and show an awareness of and respect for Deaf values and norms.

Prerequisite: ASL 1A

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

ASL 2A INTERMEDIATE AMERICAN SIGN LANGUAGE

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues to build upon the topics, vocabulary, and grammar introduced in previous lessons in Level 1 (ASL 1A, 1B). Students are encouraged to apply communication skills to other environments. Students also learn to narrate events that occurred in the past, as opposed to telling what is happening currently.

Prerequisite: ASL 1B
Associate Degree Applicable; CSU, UC
General Education Code: 1

ASL 2B INTERMEDIATE AMERICAN SIGN LANGUAGE

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the material presented in ASL 2A and further develops conversational skills in confirming and correcting information and using correct response behaviors. Students also study specific language and cultural behaviors, how to control the pace of a conversation, and how to obtain help with the spelling of names.

Prerequisite: ASL 2A
Associate Degree Applicable; CSU, UC
General Education Code: 1

**ASPG: ADDICTION STUDIES/
PROBLEM GAMBLING****ASPG 1 INTRODUCTION TO PROBLEM GAMBLING**

2 Units
Lecture: 2 hours

This course is an examination of pathological gambling. It provides students with an understanding of assessment and helping skills required to counsel gamblers and their families.

Advisory: ENG 50
Associate Degree Applicable
General Education Code: 0

ASPG 2 SPECIALIZED ISSUES IN PROBLEM GAMBLING

2 Units
Lecture: 2 hours

This course is a further examination of pathological gambling. It provides students with an understanding of special issues necessary to counsel gamblers and their families.

Prerequisite: ASPG 1
Associate Degree Applicable
General Education Code: 0

AUTO: AUTOMOTIVE TECHNOLOGY**AUTO 1 AUTOMOTIVE PRINCIPLES I**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course covers basic fundamentals and basic knowledge of the automotive repair trade. It includes shop safety, hand tools, fasteners, shop math, and an overview of basic automotive systems.

Advisory: ENG 50
Associate Degree Applicable
General Education Code: 0

AUTO 2 AUTOMOTIVE PRINCIPLES II

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course stresses automotive engine operation principles. Practical work in the operation, inspection, maintenance, and repair of engines is included. Drive train principles, steering mechanisms, brake systems, suspensions and hydraulics systems are studied.

Prerequisite: AUTO 1 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

AUTO 5 AT POWER TRAIN TECHNOLOGY

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This is an introductory course for the Alternate Fuel Technician, Tech-Prep program. It covers basic theory, design, and operation of alternate fuel prime movers focusing on internal combustion engines and their sub-systems.

Associate Degree Applicable; CSU
General Education Code: 0

AUTO 6 AT CHASSIS PRINCIPLES

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course introduces the student to basic principles of vehicle chassis, suspension, and braking systems as applied to environmentally friendly modes of transportation.

Advisory: AUTO 5
Associate Degree Applicable; CSU
General Education Code: 0

AUTO 7 AT VEHICLE ELECTRICAL SYSTEMS

3½ Units
Lecture: 3 hours
Laboratory: 1½ hours

This course is an in-depth study of vehicle related electrical and electronics systems. Emphasis is placed on application of basic theory and the use of test equipment, normally found in the industry, in diagnosis and repair of vehicle electrical components and systems.

Prerequisite: AUTO 5
Associate Degree Applicable; CSU
General Education Code: 0

AUTO 8 AT ADVANCED VEHICLE ELECTRICAL SYSTEMS

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides further study of the automotive electrical system. It covers basic lighting systems, gauges and warning devices, windshield wipers, and other body-related electrical components.

Prerequisite: AUTO 7
Associate Degree Applicable; CSU
General Education Code: 0

AUTO 19 HAZARDOUS MATERIAL-AUTO

½ Unit
Lecture: ½ hour

This course provides training in the basic laws and regulations regarding the use, storage, handling, emergency response, and disposal of hazardous materials found in the automotive repair industry.

Advisory: ENG 50, or 1 year trade experience
Associate Degree Applicable
General Education Code: 0

AUTO 20 AUTOELECTRICI(NATEF)

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides basic theory and direct experience in automotive electrical systems, operations, trouble shooting, and repair. It is the basis for auto tune-up, fuel systems, automotive computer systems, and the BAR-certified clean air car course.

Prerequisite: AUTO 1 or 1 year trade experience
Associate Degree Applicable
General Education Code: 0

AUTO 21 AUTO ELECTRIC II (NATEF)

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides further study of the automotive electrical system. It covers basic ignition systems, lighting systems, gauges and warning devices, windshield wipers, and other body related electrical components.

Prerequisite: AUTO 20, or passing ASE Electrical System Test, or completion of 600 hours advanced ROP auto technology course, or 1 year trade experience
Associate Degree Applicable
General Education Code: 0

AUTO 22A-D AUTO ELECTRIC III (NATEF) LAMP LICENSE PREP

1 Unit
Lecture: .75 hour
Laboratory: .75 hour

This course is preparation for the State of California - Bureau of Automotive Repair's Lamp Inspection License Class "A" test.

Prerequisite: AUTO 20 and 21, or passing ASE Electrical System Test, or 1 year trade experience
Associate Degree Applicable
General Education Code: 0

AUTO 23 ENGINE PERFORMANCE I (NATEF)

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides operating theory and experience in the operation, diagnosis, and repair of Kettering, Electronic, and distributorless (DIS) ignition systems.

Students learn basic oscilloscope operation and the basis for engine computer and emission control systems.

Prerequisite: AUTO 20, or passing ASE Electrical System Test, or 1 year trade experience in engine tune-up, or completion of 600 hours advanced ROP automotive technology course

*Associate Degree Applicable
General Education Code: 0*

AUTO 24 ENGINE PERFORMANCE II (NATEF)

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides operating theory and hands-on experience in the operation, diagnosis, and repair of automotive fuel systems with carburetors, basic throttle body, and port fuel injection systems. Students learn to use the 4 gas exhaust analyzers.

Prerequisite: AUTO 20 and AUTO 23, or passing ASE Electrical System Test, or 1 year trade experience in engine tune-up, or completion of 600 hours advanced ROP automotive technology course

*Associate Degree Applicable
General Education Code: 0*

AUTO 25 ENGINE PERFORMANCE III (NATEF)

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This is a basic engine computer course which includes the theory, operation, testing, diagnosis, and repair of current systems. This course helps students prepare for the state SMOG test.

Prerequisite: AUTO 20 and completion of or concurrent enrollment in AUTO 23 and 24; or passing ASE Electrical System Test (A-6); or Engine Performance Test (A-8); or ASE Advanced Engine Performance Test (L-1); or 2 years trade experience in engine tune-up and electrical

*Associate Degree Applicable
General Education Code: 0*

AUTO 26 ENGINE PERFORMANCE IV (NATEF)

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This is an advanced engine computer and drivability course. It emphasizes diagnostic procedures and techniques using basic and sophisticated test equipment.

This course helps prepare students for the state SMOG and ASE Advanced Engine Performance tests.

Prerequisite: AUTO 20; completion of, or concurrent enrollment in AUTO 23, 24 and 25; or passing ASE Electrical System Test or Engine Performance Tests; or 2 years trade experience in engine tune-up and electrical

*Associate Degree Applicable
General Education Code: 0*

AUTO 27A-D B.A.R. CLEAN AIR COURSE PART I

2½ Units

Lecture: 2 hours

Laboratory: 1½ hours

This course covers SMOG inspection rules and regulations, a review of engine performance theory, and the inspection and testing of 1979 and older vehicles. AUTO 27 and AUTO 28 of the B.A.R. Clean Air Course must be taken and passed with a grade of "C" or better to be eligible for a Bureau of Automotive Repair Certificate of Completion. This course is approved by the State of California, Bureau of Automotive Repair.

Prerequisite: AUTO 14, AUTO 61, and AUTO 62; or 180 hours of Engine Performance and Electrical courses; or passing ASE Engine Performance and Electrical System tests; or 1 year trade experience in engine tune-up

*Associate Degree Applicable
General Education Code: 0*

AUTO 28A-D B.A.R. CLEAN AIR COURSE PART II

2½ Units

Lecture: 2 hours

Laboratory: 1.5 hours

Part II of the clean air course inspection procedures, diagnosis and repair of 1980 and newer vehicles along with a detailed review of system identification and computer system theory. This course is approved by the State of California, Bureau of Automotive Repair.

Prerequisite: AUTO 27; or AUTO 14, AUTO 61, AUTO 62, and AUTO 50; or 180 hours of Engine Performance and Electrical courses; or passing ASE Engine Performance and Electrical System tests; or 1 year trade experience in engine tune-up

*Associate Degree Applicable
General Education Code: 0*

AUTO30 AUTO BRAKE SYSTEMS(NATEF)

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides basic theory and direct experience in automotive brake system operation, trouble shooting, and repair. This is the basis for the State Brake Inspection License course (AUTO 31A-D).

Prerequisite: AUTO 1 or 1 year trade experience

Associate Degree Applicable

General Education Code: 0

AUTO 31A-D BRAKE LICENSE PREPARATION

1 Unit

Lecture: .75 hour

Laboratory: .75 hour

This course is preparation for the State of California - Bureau of Automotive Repair's Brake Inspection Class "A" license test.

Prerequisite: AUTO 30, or AUTO 20, or 1 year trade experience, or passing ASE Brake Test

Associate Degree Applicable

General Education Code: 0

AUTO 32 ANTI-SKID BRAKE SYSTEMS

1 Unit

Lecture: ½ hour

Laboratory: 1½ hours

This course provides the theory, operation, testing, diagnosis, and repair of Anti-skid Brake Systems used in today's vehicles. The course will help the student prepare for the California State Brake Inspector and ASE Brake system test.

Prerequisite: AUTO 20, 25, and 30; or passing of ASE Electrical System, Engine Performance, and Brake Systems tests; or 2 years appropriate trade experience

Associate Degree Applicable

General Education Code: 0

AUTO 33 SUSPENSION & ALIGNMENT(NATEF)

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides basic theory and direct experience in automotive suspension systems and wheel alignment.

Prerequisite: AUTO 1 or 1 year trade experience

Associate Degree Applicable

General Education Code: 0

AUTO34 AUTOMOTIVE STEERING(NATEF)

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides basic theory and direct experience in the service and repair of automotive steering systems including four-wheel steering, electronic, computer controlled, and variable assist steering systems.

Prerequisite: AUTO 1

Associate Degree Applicable

General Education Code: 0

AUTO 46 AUTOMOTIVE DIAGNOSTIC EQUIPMENT

2 Units

Lecture: 1½ hours

Laboratory: 1½ hours

This course provides instruction in the proper operation and use of tune-up related automotive diagnostic equipment. Included are oscilloscopes, exhaust gas analyzers, automotive computer diagnostic testers, and other tune-up related test equipment.

Associate Degree Applicable; CSU

General Education Code: 0

AUTO 51 AT BASIC ENGINE PERFORMANCE

3½ Units

Lecture: 3 hours

Laboratory: 1½ hours

This is an introductory engine performance course. It covers the ignition and fuel systems to the basic engine computer level. Emphasis is on vehicle tail pipe emissions and their control.

Prerequisite: AUTO 7

Associate Degree Applicable; CSU

General Education Code: 0

AUTO 52 AT ENGINE PERFORMANCE II

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This is a second level Engine Performance II course introducing the theory, operation, testing, diagnosis, and repair of current automotive computer systems. This course prepares students for the State SMOG test and ASE A-8 test.

Prerequisite: AUTO 51

Associate Degree Applicable; CSU

General Education Code: 0

AUTO 53 AT ENGINE PERFORMANCE III

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an advanced drivability and diagnostics course. This course uses the chassis dynamometer and other tools to diagnose vehicle drivability problems and emission test failure. This course prepares students for the State SMOG test and ASE L-1 test.

Prerequisite: AUTO 52
Associate Degree Applicable; CSU
General Education Code: 0

AUTO 54 AT CLEAN AIR CAR COURSE

4½ Units
Lecture: 4 hours
Laboratory: 1½ hours

This course provides the student with the basic training to meet the requirements of the Bureau of Automotive Repair for a SMOG Technician. The course includes the Basic Clean Air Car Course material in addition to the 8 Hour Dynamometer Transition, and 20 Hour Update (NOx failure diagnosis materials).

Prerequisite: AUTO 53
Associate Degree Applicable; CSU
General Education Code: 0

**AUTO 56 AT COMPRESSED NATURAL GAS/
LIQUEFIED PETROLEUM GAS**

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course provides theory and hands-on experience in the operation, service, inspection, and maintenance of Compressed Natural Gas (CNG)/Liquefied Petroleum Gas (LPG) systems. This course prepares students for the ASE Alternate Fuels Test (F-1).

Prerequisite: AUTO 53
Associate Degree Applicable; CSU
General Education Code: 0

AUTO 57 AT LEAN BURN PRINCIPLES

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides theory, hands-on experience in the operation, service, inspection, and maintenance of engines running ultra lean combustion system. The course covers gasoline, Compressed Natural Gas (CNG)/Liquefied Petroleum Gas (LPG) systems.

Prerequisite: AUTO 56
Associate Degree Applicable; CSU
General Education Code: 0

AUTO 58 AT ADVANCED POWER TRAINS

3 Units
Lecture: 3 hours

This course is an in-depth study of vehicle power trains that are in development or beta testing. It covers system efficiencies, power and fuel conversion methods and their application to various form of transportation. Environmental affects versus cost effectiveness is a prime consideration throughout the course.

Prerequisite: AUTO 57
Associate Degree Applicable; CSU
General Education Code: 0

AUTO 60A AUTO AIR CONDITIONING I

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides basic theory and hands-on experience in automotive air conditioning and heating system operation, trouble shooting, and repair. This course is based on NATEF guidelines.

Prerequisite: AUTO 1, or 1 year trade experience
Associate Degree Applicable
General Education Code: 0

AUTO 60B AUTO AIR CONDITIONING II

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides advanced training and hands-on experience in automotive air conditioning, heating, and climate control systems theory, operation, trouble shooting, and repair. This course is based on NATEF guidelines.

Prerequisite: AUTO 60A, or 1 year trade experience in air conditioning
Associate Degree Applicable
General Education Code: 0

AUTO 63A ENGINE REBUILD I - TOP END

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides basic theory and practical experience in the disassembly, inspection, machine work, reassembly and adjustment of the cylinder heads and valve train of an internal combustion engine.

Prerequisite: AUTO 1, or 1 year trade experience
Associate Degree Applicable
General Education Code: 0

AUTO 63B ENGINE REBUILD II - LOWER END

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides basic theory and practical experience in the disassembly, inspection, reassembly and adjustment of the cylinder block and related components.

Prerequisite: AUTO 63A, or 1 year trade experience
Associate Degree Applicable
General Education Code: 0

AUTO 64A AUTOMATIC TRANSMISSIONS I

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides an introduction to basic theory and hands-on experience in the operation, diagnosis, servicing, and repair of automatic transmissions for rear wheel drive vehicles.

Prerequisite: AUTO 1, or 1 year trade experience
Associate Degree Applicable
General Education Code: 0

AUTO 64B AUTOMATIC TRANSMISSIONS II

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides basic knowledge and hands-on experience in the operation, diagnosis, servicing, and repair of automatic transaxles. It covers the operation and diagnosis of computer controlled automatic transmissions and transaxles.

Prerequisite: AUTO 1, or 1 year trade experience in automatic transmissions
Associate Degree Applicable
General Education Code: 0

AUTO 65A STANDARD TRANSMISSIONS I

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course covers the principles of operation and repair of clutches, three, four, and five-speed manual transmissions, and drive lines and rear axles for rear wheel drive vehicles.

Prerequisite: AUTO 1, or 1 year trade experience
Associate Degree Applicable
General Education Code: 0

AUTO 65B STANDARD TRANSMISSIONS II

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course covers the principles of operation and repair of clutches, three, four, and five-speed manual transaxles and drive trains for front wheel drive vehicles.

Prerequisite: AUTO 65A, or 1 year trade experience
Associate Degree Applicable
General Education Code: 0

AUTO 68 NIASE TEST PREPARATION

½ Unit
Lecture: ½ hour

This course prepares the student for National Institute for Automotive Service Excellence (NIASE) test: "Automotive Certificate Exam". Topics covered include: brakes, front end, engine repair, engine performance, automatic transmission/transaxle, manual drive train and axles, electrical and heating/air conditioning. Test-taking techniques are also covered.

Prerequisite: Minimum one year of practical job experience and/or completion of at least three automotive courses
Associate Degree Applicable
General Education Code: 0

AUTO 69 SMALL ENGINES

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is the study of the theory and operating principles of small two-cycle and four-cycle engines. Practical work in ignition service, carburetor service, engine disassembly and assembly, valve refacing, reboring, engine block testing and proper adjustments is covered.

Associate Degree Applicable
General Education Code: 0

AUTO 78A,B ALTERNATIVE FUELS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course includes a study of alternative types of fuel that can be used in today's vehicles, such as: electric, solar, ethanol, fuel cells, etc. Students will be provided with some basic knowledge regarding service and maintenance of alternative fuel systems that will be on the market in the near future. It investigates the process

of converting vehicles for the use of alternative fuels and propulsion.

Prerequisite: AUTO 1 or equivalent
Associate Degree Applicable
General Education Code: 0

AUTO 80 ACTIVE SUSPENSION SYSTEMS

1 Unit
 Lecture: ½ hour
 Laboratory: 1½ hours

This course provides theory and hands-on experience in the theory, operation, testing, diagnosis, and repair of the computer controlled active suspension systems used in today's vehicles.

Prerequisite: AUTO 20, or passing of ASE Electrical System, and Suspension and Steering tests; or 2 years trade experience in engine performance, electrical, and suspension systems
Associate Degree Applicable
General Education Code: 0

AUTO 81 AIR BAG OPERATION

1 Unit
 Lecture: 1 hour

This is an advanced level course on the theory, operation, testing, diagnosis, and repair of supplemental restraint systems, "air bags", used in today's vehicles.

Prerequisite: AUTO 20 and AUTO 21, or passing of ASE Electrical System Test, or 2 years trade experience in electrical systems
Associate Degree Applicable
General Education Code: 0

AUTO 87A-C B.A.R. CITATION 1

½ Unit
 Lecture: ½ hour

This course meets the requirements for a Bureau of Automotive Repair (B.A.R.) licensed SMOG mechanic who has received a first citation for violation of California State Vehicle Emission Control System inspection and repair laws and regulations.

Prerequisite: AUTO 27-28 or trade experience; possess a SMOG check mechanic's license
General Education Code: 0

AUTO 88A-C B.A.R. CITATION 2

1 Unit
 Lecture: 1 hour

This course meets the requirements for a Bureau of Automotive Repair (B.A.R.) licensed SMOG mechanic who has received a second citation for violations of California State Vehicle Emission Control System

inspection and repair laws and regulations.

Prerequisite: AUTO 27-28 or trade experience; possess a SMOG check mechanic's license
General Education Code: 0

AUTO 90A COMPRESSED NATURAL GAS MAINTENANCE & CONVERSION

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

This course provides operating theory and practical experience in the conversion, setup, operation, maintenance and repair of Compressed Natural Gas (CNG) fuel systems. This course will help prepare the student for the ASE Alternate Fuels Test (L-1).

Prerequisite: AUTO 25, or passing of the ASE Electrical System and Engine Performance tests, or 2 years trade experience in engine performance and electrical systems
Associate Degree Applicable
General Education Code: 0

AUTO 90B COMPRESSED NATURAL GAS DIAGNOSIS AND REPAIR

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

This course provides the diagnostic skills necessary to identify and repair Compressed Natural Gas (CNG) fuel systems used in both computer and non-computer controlled vehicles.

Prerequisite: AUTO 25, AUTO 90A, or passing of the ASE Electrical System, Engine Performance, & Alternate Fuel tests, or 2 years trade experience in engine performance & electrical systems, & gaseous fuels.
Associate Degree Applicable
General Education Code: 0

AUTO 90C LIQUEFIED NATURAL GAS OPERATION AND CONVERSION

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours

This course provides operating theory and practical experience in the conversion, setup, operation, service and repair of Liquefied Natural Gas (LNG) fuel systems.

Prerequisite: AUTO 25, or passing of the ASE Electrical System and Engine Performance tests, or 2 years trade experience in engine performance and electrical systems
Associate Degree Applicable
General Education Code: 0

**AUTO91A LIQUEFIED PETROLEUM GAS
MAINTENANCE & CONVERSION**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides operating theory and practical experience in the conversion, setup, operation, maintenance and repair of Liquefied Petroleum Gas (LPG) fuel systems.

Prerequisite: AUTO 25, or passing of the ASE Electrical System and Engine Performance tests, or 2 years trade experience in engine performance and electrical systems

*Associate Degree Applicable
General Education Code: 0*

**AUTO 91B LIQUEFIED PETROLEUM GAS
DIAGNOSIS AND REPAIR**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides the advanced diagnostic skills necessary to identify and repair of Liquefied Petroleum Gas (LPG) fuel systems used in both computer and non-computer controlled vehicles.

Prerequisite: AUTO 25, AUTO 91A or passing of the ASE Electrical System, Engine Performance, and Alternate Fuels tests, or 2 years trade experience in engine performance, electrical systems, and gaseous fuels

*Associate Degree Applicable
General Education Code: 0*

BI: BIOLOGY**BI 1A GENERAL BIOLOGY - PRINCIPLES**

5 Units
Lecture: 4 hours
Laboratory: 3 hours

This course presents a survey of biological principles with a strong emphasis on biochemistry, cell biology and genetics. Topics include chemistry and origin of life; cellular energy productions and exchanges; cell structures and functions; tools of biotechnology; plant and animal cell division, embryology, tissues, gametogenesis and genetics. *Note: This level of biology is primarily designed for students pursuing careers in science, medicine, dentistry, veterinary medicine and other allied health fields requiring a strong foundation in biology. BI 1A is typically followed by BI 1B and/or BI 1C.*

*Prerequisite: High School Biology and Chemistry (or CH 3)
Advisory: ENG 1A and MATH 10
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3*

BI 1B GENERAL BIOLOGY - ZOOLOGY

5 Units
Lecture: 3 hours
Laboratory: 6 hours

This course covers identification, classification, phylogeny, comparative embryology, morphology, physiology, ecology, behavior, etc., at the animal organismic level. Laboratory experiments, dissections, and identification give practical study.

Note: This course meets requirements of science, pre-professional, and all other majors requiring a strong biology foundation, and partially meets the requirement of students needing one year of biology. It also meets the biological sciences general education requirement.

*Prerequisite: For all science and pre-professional majors, BI 1A with a grade of C or better; for all others, BI 4 and BI 4L with grades of B or better
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3*

BI 1C GENERAL BIOLOGY - BOTANY

5 Units
Lecture: 4 hours
Laboratory: 3 hours

This course is a survey of biological functions that includes a broad study of diversity in plant structure, function, and classifications. Emphasis is placed on algae, fungi, flowering plants and their ecological significance.

Note: The course is designed primarily for biology, science, and pre-professional and all other majors where a strong foundation in biology is required. Partially meets the requirements of students needing one year of biology. This course is offered in the Spring semester of even-numbered years.

*Prerequisite: For all science and pre-professional majors, BI 1A with a grade of C or better; for all others, BI 4 and BI 4L with grades of B or better
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3*

BI 4 ELEMENTS OF BIOLOGY

3 Units
Lecture: 3 hours

This course is designed to acquaint non-majors with fundamental concepts and principles of biology and background information in the physical sciences.

Note: BI 4 and BI 4L meet the Biological Science General Education requirement. This course does not meet the requirements for biological science majors. BI 4 is offered for those individuals with little or no background in the biological sciences.

*Prerequisite: ENG 51 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3*

**BI 4L ELEMENTS OF BIOLOGY
LABORATORY**

1 Unit
Laboratory: 3 hours

This course provides supplementary laboratory experience for those students enrolled in BI 4. Critical practical studies in biological principles are emphasized.

Note: BI 4 and BI 4L meet the Biological Science General Education requirement. This course does not meet the requirements for biological science majors. BI 4L is offered for those individuals with little or no background in the biological sciences.

Prerequisite: ENG 51 or equivalent

Corequisite: BI 4

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

BI 10 WOMEN'S HEALTH

3 Units
Lecture: 3 hours

A study of current issues and practices related to women's health. Emphasis is placed on female anatomy and physiology relative to changes which occur in a women's body from youth to old age and the specific aspects of health and disease related to these changes. This course is designed to provide information to make the student medically and scientifically knowledgeable about women's health issues and to be an "informed consumer" of medical information and practices concerning today's female.

Prerequisite: ENG 51

Associate Degree Applicable; CSU, UC

General Education Code: 1

BI 15 GENERAL MICROBIOLOGY

5 Units
Lecture: 4 hours
Laboratory: 3 hours

This course is a comprehensive study of the microbial world. It is designed to develop an appreciation and understanding of microorganisms and their relationship to humans and their environment. A knowledge of the principles of microbiology and their practical applications is stressed. Subject matter includes: medical microbiology, microbial physiology, microbial genetics, and industrial microbiology. The laboratory experience explores the development of current methods, techniques, and skills necessary to culture, propagate and identify microorganisms.

Prerequisite: CH 4 or equivalent, ENG 51, & MATH 50

Advisory: BI 22 and BI 23 are strongly recommended

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2

**BI 21 ELEMENTARY HUMAN
ANATOMY AND PHYSIOLOGY**

3 Units
Lecture: 3 hours

This is a course in the structure and functions of human body systems, and fundamental principles of biology demonstrable in human beings.

Note: BI 21 and BI 21L meet the Biological Science General Education requirement and are recommended to those wishing a 'human' approach to satisfying this requirement.

Prerequisite: ENG 51

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2

**BI 21L ELEMENTARY HUMAN ANATOMY
AND PHYSIOLOGY LABORATORY**

1 Unit
Laboratory: 3 hours

This course is the companion laboratory course to BI 21, offering a practical approach to the structure and functions of human body systems. Practical consideration will also be given to fundamental biological principles demonstrable in human beings. Dissections, experiments, and demonstrations will be employed.

Note: BI 21 and BI 21L meet the Biological Science General Education requirement and are recommended to those wishing a 'human' approach to satisfying this requirement.

Corequisite: BI 21 or prior completion

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2

BI 22 HUMAN ANATOMY (CAN BIOL 10)

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course involves both the gross and microscopic anatomical study of tissues and organ systems of the human body. Laboratory study of histology slides, skeletons, cadavers and/or non-human mammals is undertaken. Directed dissections of laboratory specimens are required.

Note: This course is designed for Health Sciences students, and satisfies the Biological Science General Education requirements. It is not recommended for pre-medical or pre-dental students who must take BI 1A and BI 1B.

Prerequisite: ENG 51 and MATH 50

Advisory: One year of high school biology or BI 21

and BI 21L are strongly recommended

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

BI 23 HUMAN PHYSIOLOGY

5 Units

Lecture: 4 hours

Laboratory: 3 hours

This course surveys normal and many abnormal human functions involving integumental, skeletal, muscular, cardiovascular, respiratory, digestive, urogenital, sensory, nervous, and endocrine systems.

Note: This course is a required prerequisite for many health sciences majors or it may be used to satisfy a General Education life science requirement. Pre-medicine, pre-dentistry and pre-veterinary students are advised to take the BI 1A, IB, IC series rather than BI 22 and 23.

Prerequisite: High school chemistry or CH 4 and BI 22

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2

BIT: BUILDING INSPECTION TECHNOLOGY**BIT 10 UNIFORM BUILDING CODE**

3 Units

Lecture: 3 hours

This course is a study of building codes and ordinances of Federal, State and local governments relative to construction and safety considerations of public and private structures. Checking of building plans and specifications, Uniform Building Code, Earthquake Regulations (Title 21), State Fire Marshal's Code (Title 19), and State Hospital Act (Title 17) are included.

Prerequisite: ENG 50 or equivalent

Associate Degree Applicable; CSU

General Education Code: 0

BIT 11 PLAN CHECK NONSTRUCTURAL

3 Units

Lecture: 3 hours

This is an introductory-level course of instruction in nonstructural plan reading and plan review. Develops an understanding of construction drawing and the application of building code provisions to drawings and specifications. Students will gain an understanding of the building code as it pertains to the construction, use and occupancy of buildings, the health and safety aspects of codes as well as fire and life safety.

Prerequisite: ENG 50 or equivalent

Associate Degree Applicable; CSU

General Education Code: 0

BIT 21 UNIFORM MECHANICAL CODE

2 Units

Lecture: 2 hours

This course develops an understanding of mechanical systems, checking of plans to the Uniform Mechanical Code and State Fire Marshal Code (Title 19).

Prerequisite: ENG 50 or equivalent; MATH 57 or equivalent

Advisory: BIT 10

Associate Degree Applicable; CSU

General Education Code: 0

BIT 22 NATIONAL ELECTRICAL CODE

2 Units

Lecture: 2 hours

This is an introductory level course of instruction for plan review, design or electrical systems and application. Students will understand residential electrical systems, terms, application and life safety.

Prerequisite: ENG 50 or equivalent; MATH 57 or equivalent

Advisory: BIT 10

Associate Degree Applicable; CSU

General Education Code: 0

BIT 23 UNIFORM PLUMBING CODE

2 Units

Lecture: 2 hours

This course develops an understanding of plumbing waste, vent and natural gas systems. It also covers checking of plans and specifications for plumbing systems, design of residential system for waste and natural gas systems.

Prerequisite: ENG 50 or equivalent; MATH 57 or equivalent

Advisory: BIT 10

Associate Degree Applicable; CSU

General Education Code: 0

BIT 24 ENERGY CONSERVATION CODE

2 Units

Lecture: 2 hours

This course covers State of California, Title 24 Building Code for Energy Conservation in residential and commercial buildings. It also includes Uniform Electrical, Mechanical Code systems, plan checking and specifications.

Prerequisite: ENG 50 or equivalent; MATH 57 or equivalent

Advisory: BIT 10

Associate Degree Applicable; CSU

General Education Code: 0

BIT 25 HANDICAPPED ACCESSIBILITY CODE

2 Units
Lecture: 2 hours

This course covers State of California, Title 24 Building Code and American Disabilities Act for handicapped accessibility to public and private buildings. It includes work area design for employees who are or become disabled during employment.

Prerequisite: ENG 50 or equivalent; MATH 57 or equivalent

Advisory: BIT 10

Associate Degree Applicable; CSU

General Education Code: 0

BUAC: BUSINESS/ACCOUNTING**BUAC 1 ACCOUNTING I**

3 Units
Lecture: 3 hours

This course expands upon basic fundamentals of the double entry accrual accounting system. It includes accounting for service and merchandising enterprises with special emphasis on receivables, payable, inventories, plant asset depreciation methods, internal controls, payroll and other sub-systems.

Prerequisite: BUAC 66, or demonstrated competence in basic bookkeeping, or equivalent

Associate Degree Applicable; CSU, UC

General Education Code: 0

BUAC 2 ACCOUNTING II

3 Units
Lecture: 3 hours

This course emphasizes accounting concepts and principles relating to corporations, departmental and branch systems. Also emphasized is management uses of accounting data that includes financial statement analysis, cash flow statements, and an introduction to cost accounting. There is emphasis on stock and bond transactions.

Prerequisite: BUAC 1 or equivalent

Associate Degree Applicable; CSU, UC

General Education Code: 0

BUAC 3 GOVERNMENTAL ACCOUNTING

3 Units
Lecture: 3 hours

This course focuses on principles of fund accounting for governmental units including problems of budgeting, appropriations, accounting for revenues, expenditures, and encumbrances.

Prerequisite: BUAC 66 or equivalent

Associate Degree Applicable; CSU

General Education Code: 0

BUAC 4 TAX ACCOUNTING I-INDIVIDUALS

3 Units
Lecture: 3 hours

This course is designed to provide students with tax information for both personal and career interests. Students learn tax information with the current laws and regulations available for preparation of personal tax returns and tax returns of others. Tax planning issues for the current and later years are considered.

Prerequisite: ENG 50 and MATH 57 or equivalent

Associate Degree Applicable; CSU

General Education Code: 0

BUAC 5 TAX ACCOUNTING II

3 Units
Lecture: 3 hours

This course is designed to provide students with tax information for both personal and professional use. Students learn the latest tax regulations that will allow them to prepare tax returns for their own businesses as well as other businesses and corporations. Tax planning issues for current and later tax years are also considered.

Prerequisite: ENG 50 and MATH 57 or equivalent

Associate Degree Applicable; CSU

General Education Code: 0

BUAC 6 INTRODUCTION TO MANAGEMENT ACCOUNTING

3 Units
Lecture: 3 hours

This course is designed to develop the fundamental skills of management accounting, which includes the collection, presentation, and interpretation of data to enable management to control performance. Students learn how to construct accounting information systems that focus on such items as cost control, inventory management, budgetary monitoring, and capital investment planning.

Prerequisite: BUAC 2 or equivalent

Associate Degree Applicable; CSU

General Education Code: 0

BUAC 7 HOSPITAL AND MEDICAL ACCOUNTING

3 Units

Lecture: 3 hours

This course is designed to cover the comprehensive application of accounting principles to the medical and hospital industries. Included are accounting practices, financial statements, income and expense recognition principles, and special purpose journals and ledgers. Procedures unique to these industries are emphasized and studied in depth.

Prerequisite: BUAC 2 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

BUAC 8 REAL ESTATE AND CONSTRUCTION ACCOUNTING

3 Units

Lecture: 3 hours

This course covers the comprehensive application of accounting principles to the real estate and construction industries. Budgeting and monitoring costs for construction projects are emphasized, as well as rate of return analyses for investment projects. Management Accounting is emphasized over Financial Reporting.

Prerequisites: BUAC 1 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

BUAC 9 HOSPITALITY MANAGEMENT ACCOUNTING

3 Units

Lecture: 3 hours

This course is the study of the comprehensive application of accounting principles to the hospitality industry. The course includes an emphasis on accounting practices, financial statements, income/expense accounts and statements, special purpose journals and ledgers. Also included is the application of accounting information when making managerial decisions.

Prerequisite: BUAC 66 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

BUAC 10 COMPUTER ACCOUNTING

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course covers introductory material in the processing of accounting data on the microcomputer. Students learn to record and process transactions in the following major

accounting systems: general ledger, accounts receivable, accounts payable, depreciation, and payroll. Course work prepares students for actual situations using up-to-date equipment.

Prerequisite: BUAC 2 or concurrent enrollment
Advisory: Concurrent enrollment in BUAC 11
Associate Degree Applicable; CSU
General Education Code: 0

BUAC 11 AUTOMATED ACCOUNTING PRACTICE SET

1 Unit

Laboratory: 3 hours

The automated accounting practice set is a semester long accounting problem. Students are required to complete this problem using microcomputers.

Prerequisite: BUAC 2 or concurrent enrollment
Advisory: Concurrent enrollment in BUAC 10
Associate Degree Applicable; CSU
General Education Code: 0

BUAC 66 INTRODUCTION TO ACCOUNTING

3 Units

Lecture: 3 hours

This course covers the essential elements of bookkeeping practice upon which advanced work in other accounting courses is based. Topics include the basic accounting equation, uses of journals and ledgers, preparation of financial statements, adjusting and closing entries, bank account reconciliation, and payroll.

Prerequisite: ENG 50 and MATH 57 or equivalent
Associate Degree Applicable
General Education Code: 0

BUFI: BUSINESS FINANCE**BUFI 1 PRINCIPLES OF FINANCIAL ANALYSIS AND PLANNING**

3 Units

Lecture: 3 hours

This course is an overview of financial issues and problems involved in managing a contemporary business firm. It provides the students with an understanding of financial concepts, the tools for financial analysis and planning, and its importance in management of a firm. It uses a problem-solving and case analysis approach.

Prerequisite: ECON 1, BUAC 1
Associate Degree Applicable
General Education Code: 0

BUFI 2 PRINCIPLES OF CAPITAL BUDGETING & INVESTMENT ANALYSIS

3 Units

Lecture: 3 hours

This course introduces a range of techniques and financial issues dealing with the analysis of a firm's long-term investment decisions and the means and ways of financing such investments. It relies on case studies and has a problem-solving approach.

*Prerequisite: BUFI 1**Associate Degree Applicable**General Education Code: 0***BUFI 3 PRINCIPLES OF MONEY, BANKING & FINANCIAL MARKETS**

3 Units

Lecture: 3 hours

This course provides an overview of the role of money, financial institutions, and the Federal Reserve System in the U.S. economy. It concentrates on the contemporary domestic and international banking and monetary issues, monetary theory, and the role of monetary policy in the economy. The information provided in this course is very helpful in understanding domestic and international financial events.

*Prerequisite: ECON 1**Associate Degree Applicable**General Education Code: 0***BUFI 12 MONEY MANAGEMENT AND PLANNING FOR THE FUTURE**

3 Units

Lecture: 3 hours

This course provides students with an introductory understanding of economic and financial principles and the environment within which consumer and business decisions are made. It helps those interested in pursuing a career in financial services develop an appreciation for financial concerns of their clients. It also helps students make more informed decisions about setting their own career and financial goals, as well as managing their budget, taxes and investments, protecting their assets against risk, and preparing for retirement. Students may choose the credit/no credit grading option.

*Associate Degree Applicable; CSU**General Education Code: 0***BUFI 13 INVESTMENT OPPORTUNITIES**

3 Units

Lecture: 3 hours

The course provides students with an understanding of

the importance of investment in their personal finances as well as various investment opportunities available to them. It presents the features of different types of stocks, corporate bonds, government securities, mutual funds, options, futures, and real estate investments. It also offers students a set of tools and criteria for evaluating these investment instruments in light of their own financial conditions and objectives. Students may choose the credit/no credit grading option.

*Associate Degree Applicable; CSU**General Education Code: 0***BUHM: BUSINESS/HOTEL & RESTAURANT****BUHM 50 INTRODUCTION TO THE HOSPITALITY INDUSTRY**

3 Units

Lecture: 3 hours

This course provides a basic understanding of the hospitality industry including lodging, food service, institutional, and resort operations. The history, growth and development, current trends, and organizational structure of the industry are explored with a focus on employment opportunities and future trends.

*Prerequisite: ENG 50 or equivalent**Associate Degree Applicable; CSU**General Education Code: 0***BUHM 63 HOTEL AND RESTAURANT OPERATIONS**

3 Units

Lecture: 3 hours

This course analyzes management's functions and responsibilities in such areas as administration, organization, communications, accounting, marketing and human relations.

*Prerequisite: ENG 50 or equivalent**Associate Degree Applicable; CSU**General Education Code: 0***BUHM 64 HOTEL/MOTEL PERSONNEL MANAGEMENT**

3 Units

Lecture: 3 hours

This course prepares the student for the transition from employee to supervisor, including how to handle difficult employees, implement motivational techniques, and conduct performance evaluations.

*Prerequisite: ENG 50 or equivalent**Associate Degree Applicable**General Education Code: 0*

BUMA: BUSINESS MANAGEMENT**BUMA 1 PRINCIPLES OF MANAGEMENT**

3 Units

Lecture: 3 hours

This course is the study of organization design, managerial processes, motivational theories, and current management problems. It is a study of the concepts of management in organizations and the role of manager in a technologically oriented society including planning, organizing, staffing, directing and controlling. The student is provided an opportunity to gain a contemporary knowledge in management design to improve managerial skills and ability.

*Prerequisite: ENG 50 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 0*

BUMA 10 INTRODUCTION TO BUSINESS

3 Units

Lecture: 3 hours

This course is the study of the formation, structure, objectives, and ethics of contemporary American business enterprises. It emphasizes the significance of the small business organization, the role of large business organizations, and practices for the development of managerial personnel. This course is recommended for students who wish to explore a career in business.

*Prerequisite: ENG 50 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 0*

**BUMA 20A BUSINESS LAW
(CAN BUS 8)**

3 Units

Lecture: 3 hours

This course is a study of the social forces and the law, the law of contracts, agency and employment, personal property and bailment, business torts and crimes, sales law, labor law and government regulation of business.

*Prerequisite: ENG 50 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 0*

BUMA 20B BUSINESS LAW

3 Units

Lecture: 3 hours

This course is a study of the law in its relation to business with special emphasis on the law of negotiable instruments (promissory notes, checks, bank drafts, and bills of

exchange). It includes the study of suretyship and guaranty, insurance, partnerships, corporations, real property, wills, trusts, and bankruptcy.

*Prerequisite: ENG 50 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 0*

**BUMA 24 RESORT PERSONNEL AND
HUMAN RELATIONS**

2 Units

Lecture: 2 hours

This course emphasizes the management of the golf shop and resort personnel from the perspective of the golf professional. Both legal and psychological factors will be examined in order to prepare the golf professional for the role of supervisor, leader, and motivator. Special focus on dealing with the particular needs of country club and resort clientele will be included.

*Associate Degree Applicable
General Education Code: 0*

BUMA 25 GOLF SHOP OPERATIONS

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course is the study of the principles and techniques involved in managing the modern professional golf shop: selling techniques, psychological factors, merchandise displays. It emphasizes the principles of organizing, financing, and controlling a small business, such as purchasing, pricing, stock control, store layout, policies and security.

*Associate Degree Applicable
General Education Code: 0*

BUMA 27 MARKETING

3 Units

Lecture: 3 hours

This course is the study of market structures, channels of distribution, pricing and price policy, and market research. It emphasizes the relationship of human behavior and culture to marketing activities. The student participates in individual and class projects designed to reinforce basic marketing theory and concepts.

*Prerequisite: ENG 50 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0*

**BUMA 28 SMALL BUSINESS:
DEVELOPMENT & MANAGEMENT**

3 Units
Lecture: 3 hours

This course is designed for the prospective as well as the current small business owner/manager. The curriculum is centered on an array of structural, relationship and process elements such as financial and physical assets, leadership/management issues, human resource functions, planning, and marketing. These elements are developed in the course through a diagnosis and prescription process and culminate in the writing of a comprehensive business plan.

*Advisory: ENG 50 and MATH 57 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0*

BURE: BUSINESS/REAL ESTATE**BURE 1B REAL ESTATE PRACTICUM II**

3 Units
Lecture: 3 hours

This course provides an overview of consumer material with special emphasis on agency requirements and ethics. It is designed to meet the entire 45 hour Continuing Education requirements of the Department of Real Estate.

*Associate Degree Applicable
General Education Code: 0*

BURE 1C REAL ESTATE PRACTICUM III

3 Units
Lecture: 3 hours

This course provides an overview of consumer material with special emphasis on agency requirements and ethics. It is designed to meet the entire 45 hour continuing education requirements of the Department of Real Estate.

*Associate Degree Applicable
General Education Code: 0*

BURE 2 REAL ESTATE CAREER TRAINING

3 Units
Lecture: 3 hours

This course provides in-depth training for recently licensed real estate salespersons employed in the real estate industry. It involves lectures, supervised work related performance requirements and class assignments. The student will be prepared to generate buyer and seller leads, analyze needs and to meet those needs in a professional and ethical manner.

*Associate Degree Applicable
General Education Code: 0*

**BURE 2L REAL ESTATE CAREER TRAINING
LAB**

3 Units
Laboratory: 9 hours

This is the laboratory providing in-depth training for recently licensed real estate salespersons employed in the real estate industry. It includes demonstration projects and measurable on-the-job and class performance objectives. The student will gain career related experience that will enable the student to better meet the needs of the public.

*Corequisite: BURE 2
Associate Degree Applicable
General Education Code: 0*

BURE 81 PRINCIPLES OF REAL ESTATE

3 Units
Lecture: 3 hours

This course is a study of the principles of real estate as applied to the following areas: land economics, interests in the uses of land, land transfers, buying and selling of real estate, contracts, liens, and encumbrances, real estate finance; preparation of the student for the professional goal of salesperson.

*Associate Degree Applicable; CSU
General Education Code: 0*

BURE 82 REAL ESTATE ECONOMICS

3 Units
Lecture: 3 hours

This course is the study of the economic foundations of real estate with particular emphasis upon the patterns of land use, urban and rural appreciation of values in the community and in the State of California.

*Associate Degree Applicable
General Education Code: 0*

BURE 83A REAL ESTATE PRACTICE

3 Units
Lecture: 3 hours

This course is a study of real estate as a career, the practical application of the real estate sale cycle, and orientation into specialized selling. It emphasizes the role and functions of the broker and salesperson in the real estate office, the application of advertising techniques, listings and their valuation, locating buyers, property management and leasing. The student will learn the importance of public relations, personnel policies, and professional ethics.

*Associate Degree Applicable; CSU
General Education Code: 0*

BURE 84 LEGAL ASPECTS OF REAL ESTATE

3 Units

Lecture: 3 hours

This course is the study of the laws of California as related to real estate; property acquisitions, transfer, and ownership; interest in property. It is the study of the kinds of tenancy, estate and Federal courts, land contracts, liens, restrictions, landlord and tenant, agency, probate, and taxes. The student will learn the licensing of salespeople and brokers, and laws relating to the real estate profession.

*Associate Degree Applicable**General Education Code: 0***BURE 85 REAL ESTATE FINANCE**

3 Units

Lecture: 3 hours

This course is the study of the sources and supply of mortgage funds; construction loans and permanent financing for residential and income properties, procedures for FHA and VA loans, interest-rates, terms, mortgages, and mechanics liens. Students will learn the significance of appraising.

*Associate Degree Applicable; CSU**General Education Code: 0***BURE 86 PRINCIPLES OF APPRAISING**

3 Units

Lecture: 3 hours

This course is the study of principles, methods, and techniques for the appraisal of single and multiple dwellings, commercial-business properties, and farm properties. It includes determination of values for loan and insurance purposes, and implications for brokers and salespeople.

*Associate Degree Applicable**General Education Code: 0***BURE 88 REAL ESTATE OFFICE ADMINISTRATION**

3 Units

Lecture: 3 hours

This course is an in-depth coverage of the factors to be considered in opening a real estate office, office policy considerations, as well as operational problems and their solutions. It is a real estate brokerage entrepreneurial training program.

*Associate Degree Applicable**General Education Code: 0***BURE 90 ESCROW PROCEDURES I**

3 Units

Lecture: 3 hours

This course is the study of the methods and techniques of escrow procedure for various types of business transactions with emphasis on real estate. Particular attention is given to legal and ethical responsibilities of persons engaged in escrow work.

*Associate Degree Applicable**General Education Code: 0***BURE 91 ESCROW PROCEDURES II**

3 Units

Lecture: 3 hours

This course is the study of advanced escrow procedures which includes the more unusual and difficult types of escrows found in real estate transactions. It emphasizes real estate with some personal property and bulk sales.

*Prerequisite: BURE 90 or one year escrow experience**Associate Degree Applicable**General Education Code: 0***BURE 92 ESCROW PROCEDURES III**

3 Units

Lecture: 3 hours

This course is a further study of the more unusual and difficult types of escrows with particular attention to those escrows where conflict or dispute arises. It employs a case study approach to the advanced problems in escrow transactions.

*Prerequisite: BURE 90 and 91**Associate Degree Applicable; CSU**General Education Code: 0***BURE 94 PROPERTY MANAGEMENT**

3 Units

Lecture: 3 hours

This basic course is the study of accepted principles of professional property management. It includes the evaluation of investment properties, how to conduct neighborhood surveys, collection of rentals, maintenance and repair of property, merchandising rental space, insurance, management, accounting and principles of the landlord-tenant relationship.

*Associate Degree Applicable**General Education Code: 0*

**BUSM: BUSINESS SUPERVISION
& MANAGEMENT**

**BUSM70 AFFIRMATIVE ACTION FOR
SUPERVISORS**

2 Units
Lecture: 2 hours

This course is the study of techniques involved in conducting affirmative action programs in business and industry. It emphasizes the legal basis for affirmative action positions taken by employers and supervisors in terms of women and minority employment and advancement rights.

Associate Degree Applicable
General Education Code: 0

BUSM 71 SAFETY MANAGEMENT

2 Units
Lecture: 2 hours

This course is the study of basic principles of accident prevention operating and implementing safety programs under Occupational Safety and Health Act (OSHA).

Associate Degree Applicable
General Education Code: 0

BUSM 81 QUALITY MANAGEMENT

2 Units
Lecture: 2 hours

This course studies the meaning of quality control. It includes an analysis of the various techniques involved in the application of quality control to the many departments in modern industrial organizations.

Associate Degree Applicable
General Education Code: 0

BUSM 82 PURCHASING

2 Units
Lecture: 2 hours

This course is the study of methods and techniques used in the selection and procurement of materials, products, and supplies in industry. It emphasizes the optimal amount, price, payment policy and supplier. The student will learn the typical ordering, receiving and storage management procedures used in industry.

Associate Degree Applicable
General Education Code: 0

**BUSM83 DEVELOPING EMPLOYEES
THROUGH TRAINING**

2 Units
Lecture: 2 hours

This course is the study of methods involved in the introduction of employees to training and in evaluating their progress through the training process. The student will learn the techniques of on-the-job instruction, as well as the concepts of apprenticeship, technical training, management development, and the use of consultants and advisory committees in the work place.

Associate Degree Applicable
General Education Code: 0

**BUSM84 JOB ANALYSIS FOR WAGE
ADMINISTRATION**

2 Units
Lecture: 2 hours

This course analyzes job descriptions, specifications, evaluation, and classifications. It is a study of Local, State and Federal regulations concerning industrial wages.

Associate Degree Applicable
General Education Code: 0

BUSM 91 ELEMENTS OF SUPERVISION

2 Units
Lecture: 2 hours

This is a basic course covering the responsibilities of the industrial supervisor. Major topics include organization, public relations, human relations, training, management-employee relations, production control and promotion practices.

Associate Degree Applicable
General Education Code: 0

BUSM 92 PSYCHOLOGY FOR SUPERVISORS

2 Units
Lecture: 2 hours

This course is the study of the role of the supervisor in understanding the people with whom he/she works; with emphasis on psychological processes, perceptions, learning, emotions, attitudes, and personalities.

Associate Degree Applicable
General Education Code: 0

BUSM 93 HUMAN RELATIONS

2 Units
Lecture: 2 hours

This course is the study of personnel relations as affected by the application of basic psychological techniques. Emphasis is placed on employer-employee relationships.

Associate Degree Applicable
General Education Code: 0

**BUSM94 COMMUNICATION I
FOR SUPERVISORS**

2 Units
Lecture: 2 hours

This is an introductory course involving the study of oral and written communication designed for supervisors and administrative personnel in industry. It emphasizes individual experiences in speaking and conference leading.

Associate Degree Applicable
General Education Code: 0

**BUSM 95 COMMUNICATION II
FOR SUPERVISORS**

2 Units
Lecture: 2 hours

This is an intermediate course involving the study of oral and written communication designed for supervisors and administrative personnel in industry. It emphasizes standards and physical aspects of communication including graphic aids, physical presentation of reports, public speaking and oral reporting. It will involve learning how to conduct meetings and improving one's listening ability.

Prerequisite: BUSM 94
Associate Degree Applicable
General Education Code: 0

**BUSM 96 LABOR/MANAGEMENT
RELATIONS**

2 Units
Lecture: 2 hours

This course is the study of union contracts, grievances, and collective bargaining procedures. It includes a history of the labor movement with special emphasis placed on Federal and State labor legislation.

Associate Degree Applicable
General Education Code: 0

**BUSM 97 ORGANIZATION PATTERNS
AND MANAGEMENT**

2 Units
Lecture: 2 hours

This course is the study of the establishment of lines of authority, departmental functions, local policies, general procedures and regulation.

Associate Degree Applicable
General Education Code: 0

BUSM98 WORKSIMPLIFICATION

2 Units
Lecture: 2 hours

This course is the study and analysis of methods designed for improving job procedures and techniques.

Associate Degree Applicable
General Education Code: 0

**BUSM 99 COST CONTROL FOR
SUPERVISORS**

2 Units
Lecture: 2 hours

This course is a study of the factors involved in cost control. It emphasizes such topics as materials, salvage, waste, time, and quality requirements. Also included is a study of the supervisor's role in controlling costs.

Associate Degree Applicable
General Education Code: 0

CART: CULINARY ARTS

CART 1 SANITATION AND SAFETY

3 Units
Lecture: 3 hours

This course is a study of the principles of hygiene and sanitation and their application to food service operations. Emphasis will be placed on the implementation of proper methods and procedures, and the food handler's responsibility in maintaining high sanitation and safety standards.

Associate Degree Applicable; CSU
General Education Code: 0

CART 3 PRINCIPLES OF COOKING

5 Units
Lecture: 2.8 hours
Laboratory: 6.6 hours

This course is a comprehensive study of the physical changes which take place when preparing foods and the safe and sanitary use of hand tools, knives and kitchen equipment. It will focus on hands-on experience in the production of stocks, broths, glazes, leading and small sauces, gravies, emulsified sauces, and soups. Cooking methods using moist-heat, dry-heat, and fat, and the art of seasoning and flavoring are also covered.

Associate Degree Applicable; CSU
General Education Code: 0

CART 4 PANTRY

5 Units

Lecture: 3 hours

Laboratory: 6 hours

This course covers the principles and practices used in producing pantry items in a commercial environment. A variety of menu items will be prepared including salads, salad dressings, grill and breakfast items, and sandwiches.

*Associate Degree Applicable**General Education Code: 0***CART 5 PRINCIPLES OF BAKING**

5 Units

Lecture: 2.8 hours

Laboratory: 6.6 hours

This course provides an understanding of basic characteristics and function of major ingredients. Focus will be on the importance and accuracy of weights and measures. Students will gain hands-on experience in the production of mixing methods of cakes, yeast raised products, danish, breads, croissants, puff pastry, custards, puddings, and basic cake decorating.

*Associate Degree Applicable**General Education Code: 0***CART 6 GARDE MANGER**

5 Units

Lecture: 2.8 hours

Laboratory: 6.6 hours

This course is a comprehensive study of the skills necessary in the preparation and presentation of cold buffets. It focuses on hands-on experience in the production of aspic jellies, chaud froid sauces, forcemeats, pates, gelatins, sausages, mousses, brines, dry cures, marinades, smoked meats, poultry and fish, salt dough display pieces, vegetable flowers, and buffet table and tray centerpieces using fruits, vegetables and ice sculptures.

*Associate Degree Applicable**General Education Code: 0***CART 8 CLASSICAL BUFFET DESSERTS & COMPETITION DISPLAYS**

5 Units

Lecture: 2.8 hours

Laboratory: 6.6 hours

This is a comprehensive study of classical desserts for buffet display and competition show pieces. The focus will be hands-on experience in the production and display of pastillage, croquant, chocolate, marzipan, royal icing, and spun, pulled, and blown sugar.

*Associate Degree Applicable**General Education Code: 0***CART 10 FOOD PROCUREMENT AND COST CONTROL**

3 Units

Lecture: 3 hours

This course studies the basic principles of purchasing food and beverages, as well as nonfood items, with particular attention to product identification and to the ordering, receiving, storing, and issuing sequence.

*Associate Degree Applicable**General Education Code: 0***CART 11 MENU PLANNING**

3 Units

Lecture: 3 hours

This course studies the basic principles of menu making for a variety of types of food service operations, economic requirements, nutritional adequacy, skill of personnel, and equipment limitations.

*Associate Degree Applicable**General Education Code: 0***CART 15 RESTAURANT DESSERTS**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course provides students with the knowledge and skills necessary in the production of desserts in a restaurant setting. Emphasis will be placed on practicality, efficient production practices, visual appeal and profitability.

*Associate Degree Applicable**General Education Code: 0***CART 28 RESORT FOOD AND BEVERAGE OPERATION**

3 Units

Lecture: 3 hours

This course studies the techniques and methods of operating and controlling a food and beverage operation in a club environment. It studies the management techniques necessary for the planning, monitoring and controlling of a food service operation and of the control systems available to insure a profitable operation.

*Associate Degree Applicable**General Education Code: 0*

CART 33 INTRODUCTION TO BAKING

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course enables students to learn and practice the skills and methods of production of bread, desserts and other baked goods using quantity production techniques.

*Associate Degree Applicable**General Education Code: 0***CART 34 INTERMEDIATE BAKING**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course provides students with the knowledge and skills necessary for the production of cakes, tortes, french pastries and petit-fours utilizing commercial baking techniques.

*Prerequisite: CART 33 or equivalent**Associate Degree Applicable**General Education Code: 0***CART 35 OPERATIONS MANAGEMENT
(PRODUCTION COOKING)**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course covers the principles and practices used in producing menu items in a commercial environment. A variety of menu items will be prepared using quantity food preparation equipment and techniques.

*Prerequisite: CART 3**Associate Degree Applicable**General Education Code: 0***CH: CHEMISTRY****CH 1A GENERAL CHEMISTRY
(CAN CHEMSEQ A for CH 1A and 1B)**

5 Units

Lecture: 3 hours

Laboratory: 6 hours

This is the first course of a two-semester sequence covering the basic principles and concepts of chemistry with emphasis on chemical calculations. Inorganic chemistry is stressed, and the material includes a discussion of atomic structure, chemical bonding, molecules, reaction types, states of matter, and the properties of solutions. The laboratory part of the course complements the lectures and includes qualitative analysis.

*Prerequisite: CH 3 or 4, or 1 year high school chemistry**Corequisite: MATH 10 or prior completion**Associate Degree Applicable; CSU, UC**General Education Code: 1, 2, 3***CH 1B GENERAL CHEMISTRY
(CAN CHEMSEQ A for CH 1A and 1B)**

5 Units

Lecture: 3 hours

Laboratory: 6 hours

This is the second course of a two-semester sequence covering the basic principles and concepts of chemistry with emphasis on chemical calculations. Inorganic chemistry is stressed, and the material includes a discussion of thermodynamics, reaction kinetics, equilibria, electrochemistry and a detailed study of the chemistry of selected elements. There is a brief introduction to organic, biological and nuclear chemistry. The laboratory part of the course complements the lectures and includes half a semester of ion properties and qualitative analysis.

*Prerequisite: CH 1A**Associate Degree Applicable; CSU, UC**General Education Code: 1, 2, 3***CH 3 INTRODUCTORY GENERAL
CHEMISTRY**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course is the study of the principles of inorganic chemistry. Instruction is given in calculations, atoms, compounds, nomenclature, reaction, composition, stoichiometry, modern atomic theory, bonding and acids & bases. Laboratory is a hands-on experience stressing manipulation, procedure, data and outcome calculations.

*Prerequisite: ENG 51 and MATH 50**Associate Degree Applicable; CSU, UC**General Education Code: 1, 2, 3*

CH 4 FUNDAMENTALS OF CHEMISTRY

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course is a survey of basic principles of inorganic, organic and bio-organic chemistry presented on a level for the general student.

Note: This course satisfies the chemistry requirement for Registered Nursing students, and is transferable as a physical science with laboratory.

Prerequisite: ENG 51 and MATH 50

Associate Degree Applicable; CSU

General Education Code: 1, 2

CH 5 BIO-ORGANIC CHEMISTRY

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course is a survey of organic and biological chemistry with an emphasis on the health sciences. It covers the major functional groups of organic compounds. The biologically active macromolecules and their components are discussed. Bioenergetics and metabolism are a substantial part of this course. The course is intended for Health Sciences students in dental hygiene, physician's assistant, and related programs.

Note: This course is offered in the Fall semester of odd-numbered years.

Prerequisite: CH 4

Associate Degree Applicable; CSU, UC

General Education Code: 2

CH 10A ORGANIC CHEMISTRY

5 Units

Lecture: 3 hours

Laboratory: 6 hours

This course is the first of a two-semester sequence covering the basic principles and concepts of organic chemistry. An in-depth study is made of the bonding of carbon, stereochemistry and the reactivity of alkanes, alkenes and alkynes. Addition, substitution and radical reactions are discussed. Alcohols, ethers, haloalkanes and conjugated unsaturated systems are analyzed. The course is designed for chemistry, biology and pre-professional majors.

Note: This course is offered in the Fall semester of even-numbered years.

Prerequisite: CH 1B

Associate Degree Applicable; CSU, UC

General Education Code: 0

CH 10B ORGANIC CHEMISTRY

5 Units

Lecture: 3 hours

Laboratory: 6 hours

This course is the second of a two-semester sequence covering the basic principles and concepts of organic chemistry. Spectrophotometry is covered. An introduction is made to biochemical compounds. The course is designed for chemistry, biology and pre-professional majors.

Note: This course is offered in the Spring semester of odd-numbered years.

Prerequisite: CH 10A

Associate Degree Applicable; CSU, UC

General Education Code: 0

CIS: COMPUTER INFORMATION SYSTEMS

CIS 50 COMPUTER KEYBOARDING I

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course is designed for students who need to master computer keyboarding skills. Students develop basic alpha/numeric keyboarding and touch typing skills, and increase their ability to communicate information. No previous electronic keyboard or computer experience is necessary.

Prerequisite: ENG 50

Associate Degree Applicable

General Education Code: 0

CIS 51 COMPUTER KEYBOARDING II

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course builds on students' basic competencies developed in CIS 50. Emphasis is placed on increasing speed, improving accuracy, learning word processing functions, developing formatting skills, applying communication skills, and learning document production skills.

Prerequisite: CIS 50

Associate Degree Applicable

General Education Code: 0

**CIS 70A COMPUTER BUSINESS
APPLICATIONS FOR WINDOWS**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is designed for students with no previous computer experience who want to learn how to use an IBM-compatible personal computer with an emphasis on Windows techniques. Using the Windows/graphical user interface approach, students develop basic skills in three applications: word processing, spreadsheets, and database management. Students are also introduced to the INTERNET and Geographic Information Systems (GIS) concepts.

Prerequisite: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 0

CIS 70B WINDOWS AND THE INTERNET

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course examines the fundamental concepts of the Windows operating system and the Internet. Students learn to install, configure and use Windows and Internet hardware and software for maximum productivity and efficiency. Emphasis is placed on the ability to find, save and retrieve information.

Prerequisite: CIS 70A
Advisory: Additional lab time (CS 97, CS 98, or CS 99)
may be required or recommended, depending on
the abilities and progress of individual students.
Associate Degree Applicable
General Education Code: 0

CIS 70C INSIDE YOUR COMPUTER

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides information about the physical construction of computers, the installation of new hardware and software, troubleshooting, and upgrading. The three areas of concentration are building the physical system, installing and maintaining Windows x.x, and installing and maintaining application software.

Prerequisite: CIS 70B
Associate Degree Applicable
General Education Code: 0

CIS 72D EXCEL I

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides basic concepts and practical applications using Excel for Windows. Students receive instruction and computer experience using electronic spreadsheets to solve common numerical and accounting-based problems.

Prerequisite: CIS 70A
Associate Degree Applicable
General Education Code: 0

CIS 73C ACCESS I

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides beginning and intermediate concepts and practical applications in database management using Windows. Students receive instruction and experience needed to design, create, customize, organize, extract, and store information using Access.

Prerequisite: CIS 70A
Associate Degree Applicable
General Education Code: 0

CIS 76B WORD I

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course introduces students to beginning and intermediate microcomputer skills through word processing concepts and procedures in the Word for Windows program. Applications include communicating with the mouse and the keyboard, editing, revising, and printing documents. Document production includes basic business communications, reports, tables, formatting and other basic word processing features.

Prerequisite: CIS 70A
Associate Degree Applicable
General Education Code: 0

CIS 78B WORD II

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides advanced word processing applications using Word for Windows. Emphasis is placed on working with features such as macros, fonts and graphics, math functions, file management, sort and

select features, style sheets, and an introduction to desktop publishing techniques.

Prerequisite: CIS 76B
Associate Degree Applicable
General Education Code: 0

CIS 82B PAGEMAKER I

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours

This course provides an introduction to Pagemaker using the Windows environment, including text processing, graphics, composition, layout and design. Students receive instruction and computer experience using a variety of desktop publishing software and laser printers to produce camera-ready, near typeset-quality reports, newsletters, business forms, and presentations.

Prerequisite: CIS 78B
Associate Degree Applicable
General Education Code: 0

CIS 82C WEB PUBLISHING I

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours

This course teaches students to format World Wide Web pages using Hypertext Markup Language (HTML). Emphasis is placed on development of effective pages. Students learn to incorporate text, graphics, audio files, video files, animation and three-dimensional effects into their Web pages.

Prerequisite: CIS 70B
Advisory: ART 3A or ART 40
Associate Degree Applicable; CSU
General Education Code: 0

CIS 82D COMPUTER GRAPHICS I

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours

This course provides an introduction to the process of creating, capturing, and modifying graphical images using the software most commonly found in the graphical design industry today: Adobe Photoshop, Adobe Illustrator, and Macromedia FreeHand. Photoshop is used for the capture and manipulation of images either scanned or digitally photographed. Illustrator and FreeHand are used for the original creation of both type and artwork, with emphasis on layout, color and content. (Also listed as, and equivalent to, DDP 1.)

Prerequisite: CIS 70A
Associate Degree Applicable; CSU
General Education Code: 0

CIS 83B PAGEMAKER II

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours

This course provides advanced applications in desktop publishing using Pagemaker and Windows. Emphasis is placed on design of effective publications. Students receive instruction and computer experience to develop graphic and composition techniques needed for flyers, brochures, newsletters, and presentation publications.

Prerequisite: CIS 82B
Associate Degree Applicable
General Education Code: 0

CIS 83C WEB PUBLISHING II/JAVASCRIPT

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours

This course teaches students to incorporate interactive JavaScript elements in Web pages. They learn how to understand and use the Document Object Model; event handlers, variables and functions; browser detection; forms validation; text and image rollovers; and common programming elements, including arrays, loops and logical operations.

Prerequisite: CIS 82C
Associate Degree Applicable; CSU
General Education Code: 0

CIS 83D COMPUTER GRAPHICS II

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours

This course provides advanced applications in computer graphics techniques, using the software most commonly found in the graphic design industry today: Adobe Photoshop, Adobe Illustrator, and Quark XPress. Emphasis is placed on the computer as a design tool to assemble type and manipulate images for the printed page and Web publication. (Also listed as, and equivalent to, DDP 2.)

Prerequisite: CIS 82D
Associate Degree Applicable; CSU
General Education Code: 0

CIS 84C WEBPUBLISHING III/PERL

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course teaches students the fundamental knowledge and skills needed to create server-side, web-based applications using the Perl language. Applications studied include form processing, counters, searching, chat and bulletin board systems.

Prerequisite: CIS 83C
Associate Degree Applicable; CSU
General Education Code: 0

CM: CONSTRUCTION MANAGEMENT**CM 1 INTRODUCTION TO CONSTRUCTION MANAGEMENT**

2 Units
Lecture: 2 hours

This course provides an overview of the construction industry and its markets. The impact, practices, methods and ethics in the construction industry will be reviewed.

Prerequisite: ARCH 1 or equivalent; MATH 57 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

CM 2 INTRODUCTION TO URBAN PLANNING

3 Units
Lecture: 3 hours

This course provides a critical analysis of the theory and practice of land use planning with an emphasis on the urban context. Also, the historical and legal basis for land use planning, traditional and alternative roles of planning in contemporary society will be studied along with the planning process, planning tools and practices.

Prerequisite: ARCH 1 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

CM 3 SITE AND TERRAIN ANALYSIS

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is an introduction to various methods and techniques used to inventory and analyze landscape features. Students will also study mapping, overlay techniques, environmental ethics, case study review and an overall assessment of the function and structure of the natural landscape.

Prerequisite: CM 6
Associate Degree Applicable; CSU
General Education Code: 0

CM 4 CONSTRUCTION LAW SURVEY

3 Units
Lecture: 3 hours

This course is a summary of the legal implications of contractor license laws; mechanics lien laws, CAL-OSHA, and Construction Contracts. Laws of liability, worker's compensation, state and federal laws affecting construction and compliance problems will be covered.

Associate Degree Applicable; CSU
General Education Code: 0

CM 5 CONSTRUCTION PLANNING

3 Units
Lecture: 3 hours

This course covers the concepts used in planning, scheduling and control of construction projects. Use of graphic charts and the Critical Path Method (CPM) will be featured. Also covered are program evaluation and review techniques (PERT), time assignment and computation, diagramming practices, monitoring and updating, and computer utilization.

Prerequisite: ARCH 12
Associate Degree Applicable; CSU
General Education Code: 0

CM 6 CONSTRUCTION SURVEYING

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is an introduction of the principles and practices used in construction surveying. Students will become familiar with the use and care of transits, levels, scales, and related equipment. Topics covered include: land measurements, differential leveling, cut and fill computations, contours, traverses, shape staking and deed descriptions.

Associate Degree Applicable; CSU, UC
General Education Code: 0

CM 7 INTRODUCTION TO PLANS AND SPECIFICATIONS

3 Units
Lecture: 3 hours

This course is a study of the basic information for reading construction details and working drawings. Emphasis on specifications and building codes as requirements for building permits will also be covered.

Corequisite: DRA 1 or prior completion or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

CM 8 CONSTRUCTION ESTIMATING I

3 Units

Lecture: 3 hours

This course covers methods used in estimating costs and quantities of construction materials, equipment and labor in residential and light commercial construction. A review of basic math, architectural drawings, specifications and contracts will also be covered.

Associate Degree Applicable; CSU
General Education Code: 0

CS - COMPUTER SCIENCE**CS 71D EXCEL II**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This is an advanced Excel for Windows course. Students create comprehensive business and technical spreadsheet systems using advanced Excel techniques. Topics covered include: macros, sub-macros, autoexecutable macros and the macro command language; linking or combining multiple worksheets; table and table lookup operations; financial and statistical applications, and advanced data operations, including linear regression, randomization and simulation.

Prerequisite: CIS 72D
Associate Degree Applicable
General Education Code: 0

CS 71E ACCESS II

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This is an advanced Access for Windows programming course. Students design, write, and debug fully integrated Data Base Management Systems using the Access programming language. Topics covered include: Access program structure, syntax and command set; use of multiple, interrelated files; database file design; and advanced use of custom screen displays and formatted reports.

Prerequisite: CIS 73C
Associate Degree Applicable
General Education Code: 0

CS 72D NETWORKING I

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course introduces the basic concepts of computer networks. Subjects discussed include defining,

establishing and maintaining peer-to-peer and client server networks. Students learn cabling and physical configuration options, installing and setting up network interface cards, and creating and managing peer-to-peer and client server networks. The Windows 95 and Windows NT 4.0 operating systems are used for network operating systems. Students also learn to troubleshoot common network problems.

Prerequisite: CIS 70B
Advisory: CS 86
Associate Degree Applicable; CSU
General Education Code: 0

CS 72E NETWORKING II

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course continues and expands upon the materials presented in Networking I. Students build, manage, troubleshoot, and administer various network configurations using members of the Windows family of operating systems. Topics discussed include but are not limited to: User and Kernel mode operation, networking models, software installation, management and administrative tools, troubleshooting techniques, file systems, security, profiles and policies, access control, communication protocols, performance tuning, and application support.

Prerequisite: CIS 72D
Advisory: CS 86
Associate Degree Applicable; CSU
General Education Code: 0

CS 72F NETWORKING III

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course expands upon and adds to the materials previously presented in Networking I and Networking II. Topics discussed include but are not limited to: extensive discussion of client-server and Domain Model architecture, server installation and setup, peer domain controllers, network aware drivers, network object control and security, development and utilization of policies, server storage and backup, resource quotas, DNS, WINS, DHCP, performance monitoring & tuning, and system troubleshooting.

Prerequisite: CIS 72E
Advisory: CS 86
Associate Degree Applicable; CSU
General Education Code: 0

CS 73 INTRODUCTION TO COMPUTER SCIENCE

3 Units
Lecture: 3 hours

This is an introductory course in computer concepts and terminology. Topics covered include: historical development of computers; hardware and software definitions and terminology; categories of system software and application software, including word processing, electronic spreadsheets, and database management; machine language, assembler language, and high-level programming languages; the systems development process; careers in data processing; and legal, moral, and ethical issues associated with computers.

Prerequisite: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 0

CS 80 SYSTEMS ANALYSIS AND DESIGN

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides an overview of the systems development process. Students participate in a semester-long project in which they take a systems design problem from formulation to implementation. Topics covered include: defining the problem; obtaining user requirements; hardware and software selection; system implementation and maintenance; training and development considerations; and formal documentation procedures.

Prerequisite: CS 73, CS 86
Associate Degree Applicable; CSU
General Education Code: 0

CS 86 VISUAL BASIC PROGRAMMING I

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an introductory course in computer programming concepts. Students design, write and debug programs using the principles of structured programming. Topics covered include: programming language structure and syntax; algorithm development, logic and design considerations and program development tools; error handling and debugging; functions, subprograms and parameter passing; conditional and relational operators, selection and looping structures; array processing; sequential and random file access; and an introduction to object oriented programming.

Prerequisite: CIS 70A
Associate Degree Applicable; CSU, UC
General Education Code: 0

CS 86A VISUAL BASIC PROGRAMMING II

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an advanced course in Visual Basic programming. Students design, write, and debug Visual Basic programs using structured programming concepts. Topics covered include: graphics and animation; interfacing with windows; keyboard and screen control; recursion; object linking and embedding (OLE), dynamic data exchanges (DDE), and dynamic linked libraries (DLL); linking to C language programs; and incorporating sound and multimedia.

Prerequisite: CS 86
Associate Degree Applicable; CSU, UC
General Education Code: 0

CS 87 ASSEMBLER LANGUAGE PROGRAMMING

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This is an introductory course in assembler language programming. Students design, write, and debug assembler language programs using structured programming concepts. Topics covered include: decimal, binary, and hexadecimal numbering systems; personal computer architecture; memory, addresses and registers; assembler directives; subroutines and the stack; interrupts; string functions; command line parameters; external subroutines, segments, groups and macros.

Prerequisite: CS 73 and CS 86
Associate Degree Applicable; CSU, UC
General Education Code: 0

CS 88 JAVA PROGRAMMING

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course focuses on application development using Java. Proper syntax and operating procedures are covered, along with design and programming techniques for object-oriented programs in Java. Additional topics include Applet Programming in Java, exception handling, graphics, font, colors, multithreading, streams, and native methods and libraries.

Prerequisite: CS 86
Associate Degree Applicable; CSU, UC
General Education Code: 0

CS 89 C++ PROGRAMMING I

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This is an introductory course in C++ programming. Students design, write, and debug C++ programs using structured programming concepts. Topics covered include: C++ structure and syntax; algorithm development; fundamental data types; functions and parameter passing; arrays and addresses; conditional and relational operators; space and time scope of variables; sequential and random access file processing; command line arguments; string manipulation; objects, classes and data abstraction; inheritance, reusability, polymorphism and overloading.

*Prerequisite: CS 73 and CS 86**Associate Degree Applicable; CSU, UC**General Education Code: 0***CS 89A C++ PROGRAMMING II**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This is an advanced course in C++ programming. Students design, write, and debug C++ programs using structured programming concepts. Topics covered include: pointers; linked lists, unions and data structures; bit operations, user-defined data types; recursion; incorporation of assembly language subroutines; and advanced graphical and animation techniques.

*Prerequisite: CS 89**Associate Degree Applicable; CSU, UC**General Education Code: 0***CS 97A-D MICROCOMPUTER APPLICATIONS LAB**

½ Unit

Laboratory: 1½ hours

CS 98A-D

1 Unit

Laboratory: 3 hours

CS 99A-D

2 Units

Laboratory: 6 hours

Microcomputer Applications Lab is an open entry/open exit environment designed to develop microcomputer skills for students in all segments of the college community. Emphasis is on the one-to-one tutorial approach, with time devoted to completing lab projects assigned in computer-related courses. Students receive a credit/no credit grade mark.

*Corequisite: CS or CIS course**General Education Code: 0***DANC - DANCE****DANC 10 INTRODUCTION TO CHOREOGRAPHY**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course is an introduction to the fundamental elements of choreography and their practical application in creating dance composition. (Also listed as, and equivalent to, PE 15.)

*Prerequisite: ENG 50**Associate Degree Applicable; CSU, UC**General Education Code: 0***DANC 15 HISTORY OF DANCE**

3 Units

Lecture: 3 hours

This survey course examines the chronological development of dance and includes the study of pre-classic through contemporary forms. Representative readings, papers and laboratory projects will be required.

*Prerequisite: ENG 50**Associate Degree Applicable; CSU, UC**General Education Code: 0***DDP: DIGITAL DESIGN & PRODUCTION****DDP 1 COMPUTER GRAPHICS I**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course provides an introduction to the process of creating, capturing, and modifying graphical images using the software most commonly found in the graphical design industry today: Adobe Photoshop, Adobe Illustrator, and Macromedia FreeHand. Photoshop is used for the capture and manipulation of images either scanned or digitally photographed: Illustrator and FreeHand are used for the original creation of both type and artwork, with emphasis on layout, color and content. (Also listed as, and equivalent to, CIS 82D.)

*Prerequisite: CIS 70A**Associate Degree Applicable; CSU**General Education Code: 0*

DDP 2 COMPUTER GRAPHICS II

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides advanced applications in computer graphics techniques, using the software most commonly found in the graphic design industry today: Adobe Photoshop, Adobe Illustrator, and Quark XPress. Emphasis is placed on the computer as a design tool to assemble type and manipulate images for the printed page and Web publication. (Also listed as, and equivalent to, CIS 83D.)

Prerequisite: DDP 1
Associate Degree Applicable; CSU
General Education Code: 0

DDP 10 GRAPHIC DESIGN I

3 Units
Lecture: 2 hours
Laboratory: 3 hours

Students in this course utilize computers to solve visual communication and design problems using graphic components. Topics covered include typography, logos/marks/symbols/pictographs, corporate identity, graphic techniques (both digital and traditional), introduction to advertising design, digital prepress and press. Adobe Photoshop and Adobe Illustrator software are used to create final images. (Also listed as, and equivalent to, ART 40.)

Prerequisite: ART 3A or concurrent enrollment
Advisory: DDP 1 (strongly recommended)
Associate Degree Applicable; CSU
General Education Code: 0

DDP 11 GRAPHIC DESIGN II

3 Units
Lecture: 2 hours
Laboratory: 3 hours

Students in this course utilize computers to solve communication and design problems for traditional and new media using graphic, audio, and animation components. Topics covered include traditional and digital typography, animation, motion graphics, sound, new media as communication, non-linear interactive design, and electronic page design. (Also listed as, and equivalent to ART 41.)

Prerequisite: DDP 10
Associate Degree Applicable, CSU
General Education Code: 0

DDP 20 NEW MEDIA I

3 Units
Lecture: 2 hours
Laboratory: 3 hours

Students in this course use the computer to create multimedia presentations that synthesize photography, graphics, video, sound, and animation as well as making traditional and web-based interactive presentations.

Prerequisite: DDP 1
Advisory: ART 40
Associate Degree Applicable; CSU
General Education Code: 0

DDP 31 DIGITAL PHOTOGRAPHY

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides an introduction to the tools, materials and techniques of digital photography. Students learn to capture images using a digital camera or camcorder. Topics include the use of digital interfaces, printers and file formats as well as the preparation of images for web use. A digital camera or digital video camcorder is required. (Also listed as, and equivalent to, ART 31.)

Associate Degree Applicable; CSU
General Education Code: 0

DRA: DRAFTING, GENERAL & COMPUTER**DRA 1 TECHNICAL DRAFTING I**

3 Units
Lecture: 2 hour
Laboratory: 3 hours

This introductory course covers basic skills in lettering; line control; use of architecture, engineering and metric scales; freehand and mechanical drawing techniques; and shape description using drafting tools. This is a required course for Environmental Design students majoring in Drafting, Architecture, Interior Design, Landscape Design and Engineering.

Prerequisite: ENG 50 or equivalent;
MATH 57 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

DRA 7 CADDRAFTING/DESIGN PROJECT

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides application of computer aided drafting and design techniques to selected projects. Advanced students majoring in architecture, drafting, interior design, landscape design or engineering will select projects from their field of study with the approval of their major professor for completion using AutoCAD or VersaCAD.

Associate Degree Applicable; CSU, UC
General Education Code: 0

DRA 8 AUTOCAD LEVEL I: BASIC DRAWING TECHNIQUES

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course covers the basics of computer aided drafting and design including hardware, software, operating systems and development of skills for creating and plotting simple technical and architectural drawings. This course will use AutoCAD software.

Prerequisite: DRA 1 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 0

DRA 9 AUTOCAD LEVEL II: ADVANCED DRAWING TECHNIQUES

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course covers advanced drawing techniques. Students study productivity techniques, advanced dimensioning, hatching, multiple viewpoint plotting using AutoCAD software. Students develop skills in creating three-dimensional drawing and surface modeling.

Prerequisite: DRA 8
Associate Degree Applicable; CSU, UC
General Education Code: 0

DSPS: DISABLED STUDENTS PROGRAMS & SERVICES**DSPS 40 SURVEY OF RESOURCES FOR STUDENTS WITH DISABILITIES**

2 Units

Lecture: 2 hours

This course focuses on self-assessment of the student who is disabled. It also introduces the student to the

information and skills necessary for success in college. Course topics include development of personal goals, as well as use of services provided by DSPS, other student support services and community resources. Students develop realistic educational plans consistent with their educational goals and learn what accommodations will be necessary to achieve these goals.

Advisory: Intended for students with disabilities
General Education Code: 0

DSPS 40A PERSONAL ASSESSMENT FOR STUDENTS WITH DISABILITIES

2 Units

Lecture: 2 hours

This course explores the individual needs and goals of students with disabilities, including the college experience, guidance, counseling, support services and employment. Emphasis is on information dissemination and self-assessment.

Advisory: Intended for students with disabilities
Associate Degree Applicable; CSU
General Education Code: 0

DSPS 40B EMPLOYMENT FOR INDIVIDUALS WITH DISABILITIES

2 Units

Lecture: 2 hours

This course focuses on the fundamentals of employment and the process of developing goals for future employment of persons with disabilities.

Advisory: Intended for students with disabilities
Associate Degree Applicable; CSU
General Education Code: 0

DSPS 41 INFORMATION MANAGEMENT STRATEGIES

2 Units

Lecture: 1½ hours

Laboratory: 1½ hours

Course emphasis is to develop or enhance the ability of students with disabilities to manage and organize information. Multimedia instruction is utilized. The lecture section includes specific software programs designed to assist students in the management of information in a technological society. The lab section provides repetition of the stimulus topic via software utilization, specialized hardware, plus individualized computer assisted instruction specific to word processing skill development.

Advisory: Intended for students with disabilities
General Education Code: 0

DSPS 42 ALTERNATIVE LEARNING STRATEGIES

2 Units
Lecture: 1½ hours
Laboratory: 1½ hours

This specialized computer assisted instruction is primarily for students with learning disabilities and/or acquired brain injuries. Students with other disabilities may also benefit from this course. Students are provided strategies and opportunities to maximize their learning potential and increase academic efficiencies.

Advisory: Intended for students with disabilities
General Education Code: 0

DSPS 44 COMPUTER ACCESS KEYBOARDING

1 Unit
Laboratory: 3 hours

This course provides students with verified disabilities individualized training in keyboarding and word processing skills specific to the microcomputer and the technological adaptations chosen. It is designed to teach adapted keyboarding basics to students with disabilities for successfully accessing the functioning of a keyboard or screen in a regular typing class.

Advisory: Intended for students with disabilities
General Education Code: 0

DSPS 45A JOB SKILLS DEVELOPMENT - VOCATIONAL EXPLORATION

1 Unit
Lecture: 1 hour

This course is designed to assist students with disabilities in developing specific goals for employment. Its focus is on personal and vocational assessment, clarification of values, identification of skills, and the development of a vocational plan.

Advisory: Intended for students with disabilities
General Education Code: 0

DSPS 45B JOB SKILLS DEVELOPMENT - JOB APPLICATIONS & RESUME WRITING

½ Unit
Lecture: ½ hour

This course is designed to assist students with disabilities in successfully completing job applications and writing a resume.

Advisory: Intended for students with disabilities
General Education Code: 0

DSPS 45C JOB SKILLS DEVELOPMENT - JOB INTERVIEW SKILLS

½ Unit
Lecture: ½ hour

This course is designed to assist students with disabilities to develop successful job interviewing skills.

Advisory: Intended for students with disabilities
General Education Code: 0

DSPS 47 COMPUTER ACCESS APPLICATIONS

1 Unit
Laboratory: 3 hours

Students with various verified disabilities implement and utilize acquired skills with personalized adapted computer technologies to perform tasks required of regular course enrollment(s) and participation.

Advisory: Intended for students with disabilities
General Education Code: 0

DSPS 301 SPECIALIZED LEARNING SKILLS DEVELOPMENT

0 Units

Students are individually evaluated to determine their specific learning disability. Individual learning strategies are developed and students learn to use appropriate accommodations, emphasizing computer hardware and software. Students receive a credit/no credit grade mark.

Prerequisite: Students must be referred by the Learning Disability Specialist

Corequisite: DSPS 304
General Education Code: 0

DSPS 304 INSTRUCTIONAL SUPPORT LAB

0 Units

The Instructional Support Lab is a laboratory situation that provides access to a Learning Specialist for students with disabilities. The specialist designs and instructs an individualized program of learning activities to support students who are otherwise enrolled in regular programs. Students receive a credit/no credit grade mark.

Advisory: Intended for students with disabilities
General Education Code: 0

DSPS 305 COMPUTER ACCESS ASSESSMENT

0 Units

Skills training for personal utilization of selected adapted technology is provided for students with verified disabilities. Students receive a credit/no credit grade mark.

Advisory: Intended for students with disabilities
General Education Code: 0

ECE: EARLY CHILDHOOD EDUCATION**ECE 1 INTRODUCTION TO EARLY CHILDHOOD PROGRAMS**

3 Units

Lecture: 3 hours

This course provides an overview of the field of child development/early childhood education, including the historical and philosophical foundations and how those foundations influence current theory and practice. An exploration of the various types of programs for young children and the job potential for students are included. Students are required to visit and report on five different types of programs in the community.

Prerequisite: ENG 50 or concurrent enrollment

Advisory: ENG 51

Associate Degree Applicable; CSU

General Education Code: 0

ECE 10A CHILD GROWTH & DEVELOPMENT

3 Units

Lecture: 3 hours

This course studies the developing child with emphasis on the biosocial, cognitive, and psychosocial growth from conception through five years of age. It includes the major theories of development. Observations provide opportunity for integration of theory and practice for typically developing children as well as those with disabilities. It is the basic introductory course for all Early Childhood Education majors, and is required for teacher licensing in private centers, and teacher certification for publicly funded centers.

Prerequisite: ENG 50 or concurrent enrollment

Advisory: ENG 51

Associate Degree Applicable; CSU, UC

General Education Code: 0

ECE 10B CHILD DEVELOPMENT: SCHOOL AGE & ADOLESCENCE (AGES 6-18)

3 Units

Lecture: 3 hours

This course studies the developing child with emphasis on the physical, social, psychological, and intellectual growth from six years of age through adolescence. Identification of the key concepts, comparison of theoretical perspective, application of empirical generalizations, and analysis of major issues for this age group is of primary concern for this course.

Prerequisite: ECE 10A

Associate Degree Applicable; CSU, UC

General Education Code: 0

ECE 12 CHILD, FAMILY & COMMUNITY

3 Units

Lecture: 3 hours

This course studies the influence of contemporary family and cultural patterns on young children. Emphasis is placed on establishing effective school-parent relationships through conferences and parent meetings. Community resources and agencies that strengthen families are examined. This course is required by the California State Department of Social Services for teachers and directors of preschool programs.

Prerequisite: ECE 10A or concurrent enrollment

Advisory: ENG 51

Associate Degree Applicable; CSU

General Education Code: 0

ECE 14 EARLY CHILDHOOD PRINCIPLES & PRACTICES

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course explores the basic techniques of working with young children including promoting self-esteem, creativity, self-discipline, development of physical and cognitive skills, and planning appropriate curriculum.

Prerequisite: ECE 10A, ECE 12, and ECE 42

Associate Degree Applicable; CSU

General Education Code: 0

ECE 15 EARLY CHILDHOOD LABORATORY

2 Units

Laboratory: 6 hours

Under the supervision of the laboratory teacher or mentor teacher and with the assistance of the Child Development Specialists, students participate in all classroom activities. Students plan developmentally appropriate curriculum that integrates theoretical concepts with classroom practice. Particular attention is given to planning for individual children's needs and interests and presenting concepts within the cultural context of the children in the environment. Students assess own professional competence and progress toward their own goals. Students also write resumes and develop interview skills, while developing a plan for future employment and growth.

Prerequisite: ECE 14

Advisory: ENG 1A

Associate Degree Applicable; CSU

General Education Code: 0

ECE 16 PARENTING THE CHILD UNDER SIX

1 Unit

Lecture: 1 hour

This course explores parent-child interaction patterns. Students examine age-appropriate behaviors, problem behaviors, observation and communication strategies.

*Associate Degree Applicable**General Education Code: 0***ECE 19 CHILDREN'S LANGUAGE AND LITERATURE**

3 Units

Lecture: 3 hours

This course is to help teachers build language opportunities into every curriculum area; to explore methods of fostering language skills of the young child; and introduce prereading experiences. It includes the study of children's literature, standards for evaluating books and computer software, techniques of story telling and puppetry.

*Prerequisite: ECE 10A**Associate Degree Applicable; CSU**General Education Code: 0***ECE 20 INFANT/TODDLER GROWTH AND DEVELOPMENT**

3 Units

Lecture: 3 hours

This course studies the process of human development from conception through age two as determined by heredity, society and human interaction with implication for child guidance. Prenatal development and the birth process are emphasized. Observation of a neonate, infant and toddler are required.

*Prerequisite: ECE 10A**Associate Degree Applicable; CSU**General Education Code: 0***ECE 21 INFANT/TODDLER ENVIRONMENTS**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course prepares students to develop and implement an infant and/or toddler curriculum including design of a developmentally appropriate learning environment. Licensing requirements and teacher competency necessary for working with infants and toddlers are explored. Students complete three hours per week lab in the infant-toddlers classroom or Infant Circle program at the Child Development Center in which they plan and

implement appropriate, culturally and linguistically competent and inclusive lessons.

*Prerequisite: ECE 20**Advisory: ENG 51**Associate Degree Applicable; CSU**General Education Code: 0***ECE 23 THE MENTOR TEACHER/ADULT SUPERVISION**

2 Units

Lecture: 2 hours

Methods and principles of supervising adults who are student teachers, assistants or volunteers in early childhood classrooms. Emphasis is on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff.

*Prerequisite: ECE 14**Associate Degree Applicable; CSU**General Education Code: 0***ECE 24 ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN**

3 Units

Lecture: 3 hours

This course examines the requirements for the administration of programs for young children including private and publicly funded preschool programs, emphasizing business procedures. It is required by the State Department of Social Services for directors of private preschools and child care programs.

*Prerequisite: ECE 10A, completion of 9 units in ECE**Advisory: ENG 1A**Associate Degree Applicable; CSU**General Education Code: 0***ECE 25 ADVANCED ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN**

3 Units

Lecture: 3 hours

This course provides an advanced level of administrative and managerial knowledge needed to operate a child care center as a successful business. Emphasis is on personnel management procedures, working collaboratively with parents, personal growth and advancement, and self-assessment.

*Prerequisite: ECE 24, completion of 12 units in ECE**Associate Degree Applicable; CSU**General Education Code: 0*

**ECE 26 MUSIC & MOVEMENT ACTIVITIES
FOR THE SCHOOL AGE CHILD**

2 Units
Lecture: 2 hours

This course explores the importance and meaning of music and movement for the school age child. It emphasizes listening skills, singing, movement education, creating instruments, and playing the autoharp.

Prerequisite: ECE 10B
Associate Degree Applicable
General Education Code: 0

**ECE 30 EARLY CHILDHOOD CURRICULUM
DESIGN & IMPLEMENTATION**
(formerly ECE 30A, B, C)

3 Units
Lecture: 3 hours

This course is a study of curriculum development for early childhood programs. It includes the relationship of child development principles to curriculum design and organization. Daily routine, room arrangement, and the development of social, emotional, physical, aesthetic and cognitive skills are emphasized. Curriculum planning for individual differences is emphasized.

Prerequisite: ECE 42
Advisory: ENG 51
Associate Degree Applicable; CSU
General Education Code: 0

ECE 32 CHILD ABUSE AND NEGLECT

1 Unit
Lecture: 1 hour

This course examines physical abuse and neglect, emotional abuse and neglect, and sexual abuse of children. Emphasis is on how the classroom teacher, foster parents, and members of the general public can prevent, detect and intervene in cases of child abuse.

Associate Degree Applicable; CSU
General Education Code: 0

ECE 33 SURVEY OF SPECIAL EDUCATION

3 Units
Lecture: 3 hours

This course provides an introduction to special education in the public schools. Legal aspects, assessment, placement and examination of all the disabilities served in the public school and child care setting will be examined. The role of child care professionals and paraprofessionals in the field of special education is emphasized.

Prerequisite: ECE 10A
Associate Degree Applicable; CSU
General Education Code: 0

ECE 35 ISSUES IN SPECIAL EDUCATION

3 Units
Lecture: 3 hours

This course prepares students to become teachers in Inclusive Programs. The focus of the course is on implementing inclusive Early Childhood Programs for children with learning disabilities, developmental disabilities, physical challenges, and problem behaviors. Students learn how to facilitate curriculum as well as how the learning environment dictates children's learning and behavior.

Prerequisite: ECE 33
Associate Degree Applicable, CSU
General Education Code: 0

**ECE 35A UNDERSTANDING THE
EMOTIONALLY HANDICAPPED
CHILD**

1 Unit
Lecture: 1 hour

This course studies specific characteristics of children suffering from emotional disabilities as a result of cultural, environmental factors or organic causes. The psycho-education treatment and curriculum consideration is analyzed.

Prerequisite: ECE 10A and PSY 1 or PSY 3
Associate Degree Applicable
General Education Code: 0

ECE 40A CREATIVITY IN YOUNG CHILDREN

2 Units
Lecture: 2 hours

This course examines materials and techniques which foster the development of creativity in young children. Various sensory modalities are explored including identification of sensory-motor environment components.

Prerequisite: ECE 10A or concurrent enrollment
Associate Degree Applicable; CSU
General Education Code: 0

**ECE 40B MOVEMENT ACTIVITIES FOR
YOUNG CHILDREN**

2 Units
Lecture: 2 hours

This course emphasizes movement activities designed to develop gross and fine motor skills and increase self-confidence in young children.

Prerequisite: ECE 10A or concurrent enrollment
Associate Degree Applicable; CSU
General Education Code: 0

ECE 40C MUSIC FOR YOUNG CHILDREN

2 Units

Lecture: 2 hours

This course emphasizes the development of curriculum ideas for using music to develop listening ability, rhythm dancing, singing, identifications of instruments and pitch. Teaching techniques and materials appropriate to the growth and development of young children are explored.

Prerequisite: ECE 10A or concurrent enrollment Associate Degree Applicable; CSU General Education Code: 0

ECE 40D SCIENCE & NUMBER CONCEPTS FOR YOUNG CHILDREN

2 Units

Lecture: 2 hours

This course explores the development of curriculum ideas for teaching our environment and conservation of natural resources to young children. Included will be the sequence of mathematical concepts appropriate to different stages of development.

Prerequisite: ECE 10A or concurrent enrollment Associate Degree Applicable; CSU General Education Code: 0

ECE 42 PLAY, SOCIALIZATION AND DISCIPLINE

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course explores the applications of developmental theory for designing early childhood settings, for understanding and guiding child behavior, and for communicating and interacting with young children. Included is a discussion of behavior problems and methods of fostering self-discipline in children, and play as a basis for social skill development in young children. Components of an appropriate curriculum are emphasized.

Prerequisite: ECE 10A or concurrent enrollment Associate Degree Applicable; CSU General Education Code: 0

ECE 43A,B PARENT EDUCATION AND PARTICIPATION

1½ Units

Lecture: 1 hour

Laboratory: 1½ hours

These courses are designed to provide parents with the opportunity to learn and practice positive child rearing strategies in a laboratory setting with their own children. Class participants are encouraged to bring their children, ages 1-6, with them to class. ECE 43A emphasizes

physical and cognitive development of young children along with discipline strategies that encourage responsible behavior. ECE 43B emphasizes social and emotional development of young children and strategies that support effective communication.

Associate Degree Applicable General Education Code: 0

ECE 44 CHILD HEALTH, SAFETY AND NUTRITION

3 Units

Lecture: 3 hours

This course provides information on the physical and mental health of children in an early childhood educational setting. The course includes evaluation of children's health and the referral process to local resources. Safety concerns for young children in preschool settings are addressed. Nutrition of young children is explored including methods of planning and teaching basic concepts to children. Also included is information on safety standards, sanitation principles and procedures to reduce the spread of disease.

Prerequisite: ECE 10A Advisory: ENG 51 Associate Degree Applicable; CSU General Education Code: 0

ECE 45A LICENSED FAMILY CHILD CARE I

1 Unit

Lecture: 1 hour

This course prepares students to integrate basic principles of child development in establishing a quality child care program within a family home environment. How to set up a recordkeeping system and files for each child will be emphasized. Information about good health and nutrition practices and adult CPR certification is included.

Associate Degree Applicable General Education Code: 0

ECE 45B LICENSED FAMILY CHILD CARE II

1 Unit

Lecture: 1 hour

This course prepares students to integrate basic principles of child development in establishing a quality child care program within a family home environment. Understanding of the strengths and limitations of 0 to 6 year old children is emphasized along with requirements for age-appropriate curriculum. Fire safety procedures, earthquake preparedness and infant/child CPR will be included.

Associate Degree Applicable General Education Code: 0

ECE 60 KEEPING CHILDREN SAFE

1½ Units

Lecture: 1½ hours

This course enables providers of childcare for infants through school age children to develop the skills necessary to provide a safe indoor and outdoor environment, to respond to emergencies appropriately, and to help children develop safety habits.

*Advisory: Eligibility for ENG 51**Associate Degree Applicable; CSU**General Education Code: 0***ECE 61 PROMOTING GOOD HEALTH AND NUTRITION IN CHILDREN**

1½ Units

Lecture: 1½ hours

This course enables providers of childcare for infants through school age children to develop a healthy indoor and outdoor environment, to teach children to practice healthful activities, and to develop a reporting process for child abuse and neglect.

*Advisory: Eligibility for ENG 51**Associate Degree Applicable; CSU**General Education Code: 0***ECE 62 CREATING A LEARNING ENVIRONMENT FOR CHILDREN**

1½ Units

Lecture: 1½ hours

This course enables providers of childcare for infants through school age children to acquire the skills necessary to encourage play and exploration, to select and arrange appropriate materials and equipment that foster growth and learning, and to plan schedules and routines appropriate to the ages of the children.

*Advisory: Eligibility for ENG 51**Associate Degree Applicable; CSU**General Education Code: 0***ECE 63 PROMOTING PHYSICAL DEVELOPMENT IN CHILDREN**

1½ Units

Lecture: 1½ hours

This course enables providers of childcare for infants through school age children to reinforce and encourage children's physical development and to select the appropriate equipment and activities for gross and fine motor development.

*Advisory: Eligibility for ENG 51**Associate Degree Applicable; CSU**General Education Code: 0***ECE 64 PROMOTING COGNITIVE DEVELOPMENT IN CHILDREN**

1½ Units

Lecture: 1½ hours

This course enables providers of childcare for infants through school age children to develop the skills necessary to provide opportunities for children to use their senses to explore, interact, build confidence, and develop a cognitive frame of reference.

*Advisory: Eligibility for ENG 51**Associate Degree Applicable; CSU**General Education Code: 0***ECE 65 ENCOURAGING COMMUNICATION IN CHILDREN**

1½ Units

Lecture: 1½ hours

This course enables providers of childcare for infants through school age children to interact with children in ways to encourage them to communicate their thoughts and feelings to others.

*Advisory: Eligibility for ENG 51**Associate Degree Applicable; CSU**General Education Code: 0***ECE 66 PROMOTING CREATIVITY IN CHILDREN**

1½ Units

Lecture: 1½ hours

This course enables providers of childcare for infants through school age children to encourage children to use imagination and thinking skills by providing experiences which promote creative expression.

*Advisory: Eligibility for ENG 51**Associate Degree Applicable; CSU**General Education Code: 0***ECE 67 BUILDING SELF-ESTEEM IN CHILDREN**

1½ Units

Lecture: 1½ hours

This course enables providers of childcare for infants through school age children to build a positive relationship with each child. Providers learn how to help children understand and appreciate their self worth and feel successful and competent.

*Advisory: Eligibility for ENG 51**Associate Degree Applicable; CSU**General Education Code: 0*

ECE 68 PROMOTING SOCIAL DEVELOPMENT IN CHILDREN

1½ Units

Lecture: 1½ hours

This course enables providers of childcare for infants through school age children to understand children's social development and to teach children appropriate negotiation skills as well as how to enjoy people in their lives.

Advisory: Eligibility for ENG 51
Associate Degree Applicable; CSU
General Education Code: 0

ECE 69 PROVIDING POSITIVE GUIDANCE TO CHILDREN

1½ Units

Lecture: 1½ hours

This course enables providers of childcare for infants through school age children to use positive methods to guide and help children express their feelings in an acceptable manner and to encourage the development of self-discipline.

Advisory: Eligibility for ENG 51
Associate Degree Applicable; CSU
General Education Code: 0

ECE 71 WORKING WITH FAMILIES

1 Unit

Lecture: 1 hour

This course enables providers of childcare who work with families the necessary information and skills to communicate effectively, encourage parental participation in their setting, and help families respond appropriately to their child's behavior.

Associate Degree Applicable; CSU
General Education Code: 0

ECE 72 BEING A CLASSROOM MANAGER

1 Unit

Lecture: 1 hour

This course enables providers of childcare to develop a systematic approach to managing all aspects of a quality childcare program.

Associate Degree Applicable; CSU
General Education Code: 0

ECE 73 MAINTAINING A COMMITMENT TO PROFESSIONALISM IN THE CLASSROOM

1 Unit

Lecture: 1 hour

This course provides providers of childcare to understand

the importance of professionalism in child care and recognize that each person is a member of a team which provides an important service.

Associate Degree Applicable; CSU
General Education Code: 0

ECON: ECONOMICS**ECON 1 PRINCIPLES OF MACROECONOMICS (CAN ECON 2)**

3 Units

Lecture: 3 hours

This course is an introduction to economic theory and analysis with an emphasis on basic economic concepts, national income determination and fluctuations, unemployment, inflation, economic growth, the role of money and banking and monetary theory, and the economic role of government. Current economic issues are also discussed in the context of a global economy.

Prerequisite: ENG 50 and MATH 57
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

ECON 2 PRINCIPLES OF MICROECONOMICS (CAN ECON 4)

3 Units

Lecture: 3 hours

This course is an introduction to economic theory and analysis with an emphasis on the features of a market economy, role and behavior of consumers, businesses, owners of resources, government and the international sector. Efficiencies and deficiencies of a market system are explored and the role of government intervention is discussed.

Prerequisite: ENG 50 and MATH 57
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

ECON 11 INTERNATIONAL ECONOMIC RELATIONS

3 Units

Lecture: 3 hours

The course is the study of international trade, investment, technology transfer, and the international flow of labor. Students will become familiar with the principles of international economic relations and its complexities through class lectures, review of current literature, and class discussions.

Recommended: ECON 1
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

ECON 12 UNDERSTANDING ECONOMIC PRINCIPLES AND APPLICATIONS

3 Units

Lecture: 3 hours

This course provides students with an introductory knowledge of fundamental economic principles and issues. It prepares students to make critical evaluation of economic issues and policies and make more informed decisions as voters. It teaches students how to apply economic principle and analysis to their own economic and financial decisions such as setting career and financial goals and managing their personal finances. It prepares students for taking principles of macro and micro economics. Students may choose the credit/no credit grading option.

*Associate Degree Applicable; CSU**General Education Code: 1, 2***EMT: EMERGENCY MEDICAL TECHNOLOGY****EMT 84 EMERGENCY MED TECH I**

6 Units

Lecture: 4 hours

Laboratory: 6 hours

This course prepares students for EMT I certification. Students study and practice the fundamental principles and skills required to provide care to patients experiencing trauma and emergency medical conditions. This course is approved by Riverside County EMS and meets all Title 22 regulations. The course includes theory instruction, skills practice, and supervised field and clinical time in selected prehospital sites.

*Prerequisite: ENG 50 or equivalent**Associate Degree Applicable**General Education Code: 0***EMT 85 EMT REFRESHER COURSE**

2 Units

Lecture: 2 hours

This refresher course for EMT I personnel meets or exceeds the requirements specified in the California Code of Regulations, Title 22, Chapter 5, Section 9. The re-certification shall be available for those whose EMT cards have not expired for more than one (1) year. The course contains information on new EMT techniques and procedures, refresher for cardiopulmonary resuscitation, and a review of current local protocols.

Both a written and skills competency examinations are required for course completion. This course may be taken for a total of four times.

*Prerequisite: EMT 84 or EMT I certification**General Education Code: 0***ENG: ENGLISH****ENG 1A COMPOSITION (CAN ENGL 2)**

4 Units

Lecture: 4 hours

This course introduces students to the demands of writing in the academic setting. Students learn the basics of critical thinking and research techniques as they apply to the writing process. Students then learn to apply the writing process in composing essays in response to their analysis of prose and poetry.

*Prerequisite: ENG 51**Associate Degree Applicable; CSU, UC**General Education Code: 1, 2, 3***ENG 1B COMPOSITION AND LITERATURE**

3 Units

Lecture: 3 hours

This course introduces students to the genres of imaginative literature---prose fiction, poetry, and drama--with special emphasis on the interrelationships between form and theme. Students write critical essays about the literature.

*Prerequisite: ENG 1A**Associate Degree Applicable; CSU, UC**General Education Code: 1, 2, 3***ENG 1C CRITICAL THINKING AND COMPOSITION**

3 Units

Lecture: 3 hours

This course increases proficiency in critical thinking, reading, and writing skills beyond the level achieved in English 1A. The focus is on critical thinking techniques and close textual analysis of mainly non-fiction prose, enabling students to develop skills in advanced argumentative writing.

*Prerequisite: ENG 1A or equivalent**Associate Degree Applicable; CSU, UC**General Education Code: 1, 2, 3*

ENG 5A CREATIVE WRITING

3 Units

Lecture: 3 hours

This course introduces students to the perceptions, skills and techniques of all forms of creative writing, with primary emphasis on fiction and poetry.

Associate Degree Applicable; CSU, UC
General Education Code: 0

ENG 5B ADVANCED CREATIVE WRITING

3 Units

Lecture: 3 hours

This is an advanced course designed to enable students to refine their creative writing skills in their chosen genre.

Prerequisite: ENG 5A
Associate Degree Applicable; CSU, UC
General Education Code: 0

ENG 10A AMERICAN LITERATURE I

3 Units

Lecture: 3 hours

This course presents a survey of American literature, both formal and informal, extending from the period preceding Columbus' voyages through the time of the Civil War. Selections include writings that reflect the rich and diverse cultural backgrounds that make up America's unique and complex heritage.

Prerequisite: ENG 1A
Advisory: ENG 1B
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

ENG 10B AMERICAN LITERATURE II

3 Units

Lecture: 3 hours

This course presents a survey of late 19th and 20th Century American literature. Selections include writings of traditional and non-traditional American authors that reflect the rich and diverse cultural backgrounds that make up America's unique and complex heritage.

Prerequisite: ENG 1A
Advisory: ENG 1B
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

ENG 11A SURVEY OF ENGLISH LITERATURE TO EIGHTEENTH CENTURY

3 Units

Lecture: 3 hours

This course surveys the major writers and works of English literature of the Old English, Middle-English, the Renaissance, and the Seventeenth and Eighteenth Centuries.

Prerequisite: ENG 1A
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

ENG 11B SURVEY OF ENGLISH LITERATURE (ROMANTIC-MODERN)

3 Units

Lecture: 3 hours

This course surveys the major writers and works of English literature of the Romantic, Victorian, Edwardian, and Modern Periods.

Prerequisite: ENG 1A
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

ENG 12A WORLD LITERATURE I

3 Units

Lecture: 3 hours

This course presents a survey of the literary works that have influenced world thought from Homer through the Renaissance to 1660. Classics in all genre are studied for their artistic merit and their contributions to modern life.

Prerequisite: ENG 1A
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

ENG 12B WORLD LITERATURE II

3 Units

Lecture: 3 hours

This course surveys works which have influenced world thought from 1660 to the present. Selections reflect the rich and diverse cultural backgrounds of world literature. This course may be taken independently from World Literature I, ENG 12A.

Prerequisite: ENG 1A
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

ENG 14 SHAKESPEARE

3 Units

Lecture: 3 hours

This course is a study of selected histories, comedies, and tragedies of William Shakespeare.

Prerequisite: ENG 1A
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

ENG 15 THE SHORT STORY

3 Units

Lecture: 3 hours

This course introduces the student to the techniques and development of fiction by the discussion and criticism of short stories from countries throughout the world.

Prerequisite: ENG 1A

Advisory: ENG 1B

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

ENG 16 LITERATURE OF THE DESERT

3 Units

Lecture: 3 hours

This course surveys non-fiction and fiction inspired by the desert, and by authors living in the desert. Emphasis is on the desert literature of the southwestern United States. It includes an introduction to desert environment and one's relationship to it. Field trips may be required.

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

ENG 17 WOMEN IN LITERATURE

3 Units

Lecture: 3 hours

This course presents a survey of literature written by and about women in the American, European, Asian, and Latin American traditions. Students examine archetypes and stereotypes of women as they are challenged in the literature.

Prerequisite: ENG 1A

Advisory: ENG 1B

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

ENG 18 INTRODUCTION TO POETRY

3 Units

Lecture: 3 hours

This course introduces the student to the techniques and development of poetry through the discussion and criticism of poetry in its historical context. Students are encouraged to compose own poems based on forms studied in the course.

Prerequisite: ENG 1A

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

ENG 21 INTRODUCTION TO LATIN AMERICAN/CHICANO LITERATURE

3 Units

Lecture: 3 hours

This course is a survey of literary analysis of folk, traditional, and contemporary Latin American/Chicano literature with critical analysis of representative works in all literary genre: the essay, the short story, the novel, poetry, and drama.

Prerequisite: ENG 1A

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

ENG 22 INTRODUCTION TO AFRICAN AMERICAN LITERATURE

3 Units

Lecture: 3 hours

This course provides an introduction to folk, traditional and contemporary African American literature with critical analysis of representative works in all literary genre: the essay, the short story, the novel, poetry and drama.

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

ENG 25 INTRODUCTION TO THE NOVEL

3 Units

Lecture: 3 hours

This course introduces students to the techniques and development of fiction by the discussion and criticism of novels from countries throughout the world.

Prerequisite: ENG 1A

Advisory: ENG 1B

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

ENG 31 THE BIBLE AS LITERATURE: THE OLD TESTAMENT

3 Units

Lecture: 3 hours

This course provides a survey of the Old Testament of the Bible from a literary and philosophical point of view, with attention also paid to other ancient Near Eastern texts, and to the Jewish Apocrypha. The course introduces the great characters and events in the context of the developmental nature of this literature.

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

**ENG 32 THE BIBLE AS LITERATURE:
THE NEW TESTAMENT**

3 Units
Lecture: 3 hours

This course provides a survey of the New Testament of the Bible from a literary and philosophical point of view, with attention also paid to the Dead Sea Scrolls material and early Christian writings related to the New Testament. The question of the Historical Jesus and the formation of early Christianity is emphasized.

Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

ENG 35 MYTH AND LEGEND

3 Units
Lecture: 3 hours

This course provides an introduction to the mythological and legendary literature from various world cultures, with special reference to Judeo-Christian, Oriental, Native American, Northern European, and classical Greek and Roman mythologies.

Prerequisite: ENG 1A
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

**ENG 41 TECHNICAL AND PROFESSIONAL
WRITING**

3 Units
Lecture: 3 hours

This course teaches students to write effectively within the business environment. Specifically, they study common types of business or office written communication and techniques for producing standard professional final copy. Students also learn to write business letters, status reports, grant proposals, memos, researched formal reports and manuals.

Prerequisite: ENG 51
Associate Degree Applicable; CSU
General Education Code: 1

ENG 50 BASIC WRITING SKILLS

3 Units
Lecture: 3 hours
Laboratory: 2 hours

This course provides extensive study of basic language skills in preparation for higher level writing courses. Students write paragraphs and short essays and develop an awareness of correct grammar, usage and mechanical skills. Students may choose the credit/no credit grading option.

General Education Code: 0

**ENG 51 INTRODUCTION TO EXPOSITORY
WRITING**

3 Units
Lecture: 3 hours

This course helps students improve their skills in expository writing, including a review of grammar and sentence skills to prepare them for college level courses. Students may choose the credit/no credit grading option.

Prerequisite: ENG 50
General Education Code: 0

ENG 55 FUNDAMENTALS OF GRAMMAR

3 Units
Lecture: 3 hours

This course is designed to provide students with intensive study and application of the fundamentals of English grammar and structure in preparation for further collegiate level writing courses. Concurrent enrollment in or completion of ENG 50 is recommended. Students may choose the credit/no credit grading option.

Advisory: ENG 50
General Education Code: 0

ENG 97A-D WRITING CENTER

½ Unit
Laboratory: 1½ hours

ENG 98A-D WRITING CENTER

1 Unit
Laboratory: 3 hours

ENG 99A-D WRITING CENTER

2 Units
Laboratory: 6 hours

Writing Center Laboratory is an open entry/open exit environment designed to provide opportunities for students in all segments of the college community to develop their writing skills. Emphasis is on the one-to-one tutorial approach, computer-assisted instruction, word composing/processing and audio-visual. Students receive a credit/no credit grade mark.

Corequisite: Any English course except ENG 50
General Education Code: 0

ESL: ENGLISH AS A SECOND LANGUAGE**ESL 50A TRANSITIONAL ESL WRITING**

3 Units
Lecture: 3 hours

This course is designed to meet the academic language proficiency needs of non-native speakers of English. Students will receive intensive training in developing basic communication skills through studies of various multi-cultural materials. Primary emphasis is placed on developing basic sentence skills. Students may choose the credit/no credit grading option.

Prerequisite: DE 384E or equivalent
Corequisite: ESL 97 and ESL 55A
General Education Code: 0

ESL 50B BASIC COMMUNICATION SKILLS

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course provides extensive study of fundamental language skills in preparation for higher level writing courses. Primary emphasis is on the application of basic English communication skills to the speaking, reading, and writing of short compositions. Students may choose the credit/no credit grading option.

Prerequisite: DE 382E, DE 384E, or ESL 50A
Corequisite: ESL 55B and RDG 50
General Education Code: 0

ESL 51 EXPOSITORY LANGUAGE SKILLS

4 Units
Lecture: 4 hours

This non-transferable course is designed for ESL students who need further training and practice in expository writing and conventional language skills in preparation for higher level writing courses. Emphasis is on the reading and writing of full length essays (500 word minimum). Writing production will be at least 6,000 words. Students may choose the credit/no credit grading option.

Prerequisite: ESL 50B or equivalent
General Education Code: 0

ESL 55A TRANSITIONAL ENGLISH GRAMMAR (For Non-Native Students)

3 Units
Lecture: 3 hours

This course focuses on the fundamentals of English grammar with an emphasis on problems encountered by the non-native speakers of English. Students may choose the credit/no credit grading option.

Prerequisite: DE 382E
Corequisite: ESL 50A
General Education Code: 0

ESL 55B BASIC GRAMMAR FOR ENGLISH AS A SECOND LANGUAGE

3 Units
Lecture: 3 hours

This course provides intensive study and application of the fundamentals of English grammar and structure in preparation for further college level writing courses. Students may choose the credit/no credit grading option.

Prerequisite: DE 382E
Corequisite: ESL 50B
General Education Code: 0

ESL 57A BASIC SPEAKING SKILLS

3 Units
Lecture: 3 hours

This course is recommended for non-native speakers of English or bilingual students who wish to improve their spoken English. Students learn standard American speech by practicing pronunciation, intonation, and other oral skills. Emphasis is placed on oral production through practice of speaking exercises in class and with multimedia programs. Students may choose the credit/no-credit grading option.

General Education Code: 0

ESL 57B ADVANCED SPEAKING SKILLS

3 Units
Lecture: 3 hours

This course is a continuation of ESL 57A. Students focus on sentence stress and other advanced phonetic skills necessary for improved fluency in standard American speech. Students engage in various types of oral production activities in order to develop a personal style of communication. Students may choose the credit/no-credit grading option.

Corequisite: ESL 97 or ESL 98
General Education Code: 0

ESL 60 GRAMMAR AND STRUCTURE FOR ENGLISH AS A SECOND LANGUAGE

3 Units

Lecture: 3 hours

This course provides students with intensive study and application of advanced English grammar and structure in preparation for collegiate level writing courses. Students may choose the credit/no credit grading option.

Prerequisite: ESL 55B or equivalent

General Education Code: 0

ESL 97A-D ESLLABORATORY

½ Unit

Laboratory: 1½ hours

ESL 98A-D ESL LABORATORY

1 Unit

Laboratory: 3 hours

ESL 99A-D ESL LABORATORY

2 Units

Laboratory: 6 hours

This is an open entry/open exit environment designed to provide opportunities for students in all segments of the college community to develop their writing skills. Emphasis is on the one-to-one tutorial approach, computer-assisted instruction, word composing/processing and audio-visual. Students receive a credit/no credit grade mark.

Corequisite: Enrollment in a credit ESL course

General Education Code: 0

First New Buildings at COD in 30 Years!

Gene House, Executive Director, COD Foundation; Dr. William Kroonen, Superintendent/President Emeritus; Peggy Cravens, President, COD Foundation; and Ronald G. Turner, Representative of The R.C. Baker Foundation -- show off the cornerstone plaque for the new Social Sciences and Mathematics Buildings. First classes met in the new buildings during Summer Session 2001.



FIRE: FIRE TECHNOLOGY**FIRE 1 FIRE PROTECTION ORGANIZATIONS**

3 Units
Lecture: 3 hours

This course surveys career opportunities in California Fire and Emergency Management Services and related fields; explores the history of fire protection; fire loss analysis, reviews public, quasi-public and private fire protection services; reviews specific fire protection functions; introduces fire chemistry and physics. This course is designated as Fire 1 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Advisory: ENG 50 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

FIRE 2 FIRE PREVENTION

3 Units
Lecture: 3 hours

This course provides the fundamental organization and function of fire prevention; inspections; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing solutions to a fire hazard; public relations as effected by fire prevention. This course is designated Fire 2 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Advisory: ENG 50 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

FIRE 3 FIRE PROTECTION EQUIPMENT AND SYSTEMS

3 Units
Lecture: 3 hours

This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishing equipment; protection systems for special hazards; sprinkler systems and fire detection and alarm systems. This course is designated Fire 3 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Advisory: ENG 50 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

FIRE 4 BUILDING CONSTRUCTION FOR FIRE PROTECTION

3 Units
Lecture: 3 hours

This course provides the fundamentals of building design and construction with emphasis on fire protection features including: building equipment facilities, fire resistant materials and high rise.

Advisory: ENG 50 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

FIRE 5 FIRE BEHAVIOR & COMBUSTION

3 Units
Lecture: 3 hours

This course explores and analyzes the fundamentals and specific principles of fire behavior, combustible materials, extinguishing agents, hazardous and toxic material, forms of energy and fire prevention/suppression techniques. This course is designated Fire 5 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Advisory: ENG 50 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

FIRE 6 HAZARDOUS MATERIALS/ICS

3 Units
Lecture: 3 hours

This course introduces the student to the world of hazardous chemicals, including their physical properties, uses in industry, and characteristics when involved in spills, fires and accidents. Basic information is covered regarding emergency procedures, legal requirements, compliance to regulations, health effects and treatment, and fire department protocols and responsibilities. This course is designated F6 by the State Board of Fire Services and California State Fire Marshal.

Advisory: ENG 50 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

FIRE 20 INTRODUCTION TO VOLUNTEER FIRE SERVICE

1½ Units
Lecture: 1½ hours

This course specifically introduces the local fire volunteer to the community fire station and its operational and fire procedures.

Associate Degree Applicable
General Education Code: 0

FIRE 58 FIRE HYDRAULICS

3 Units
Lecture: 3 hours

This course includes the following topics: review of basic mathematics, hydraulic laws as applied to the fire service, application of formulas and mental calculation to hydraulic problems, water supply problem, and Underwriters' requirements for pumps.

Associate Degree Applicable; CSU
General Education Code: 0

FIRE 61 FIRE APPARATUS & EQUIPMENT

3 Units
Lecture: 3 hours

This course provides the student with information on driving laws, driving technique, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance.

Associate Degree Applicable; CSU
General Education Code: 0

FIRE 62 RESCUE PRACTICES

3 Units
Lecture: 3 hours

This course covers the fire company role in life saving, development and organization of rescue companies, rescue equipment, training for rescue service, and rescue practices and procedures.

Associate Degree Applicable; CSU
General Education Code: 0

FIRE 81 DRIVER OPERATOR I

2 Units
Lecture: 2 hours

This course reviews vehicle laws and driver responsibilities and provides information on emergency response procedures, apparatus and equipment maintenance procedures, and the maneuvering of fire apparatus through controlled driving exercises and in normal traffic conditions. This is a California State Fire Marshal Office approved course.

Associate Degree Applicable; CSU
General Education Code: 0

FIRE 82 FIRE INVESTIGATION 1B

2 Units
Lecture: 2 hours

This course focuses on arson investigation. Topics studied will include evidence, fire deaths, interviewing, crime scene searches, motives, criminal laws, juvenile law, and procedures and intent. This is a California Fire Marshal Office approved course.

Associate Degree Applicable; CSU
General Education Code: 0

FIRE 88 FIRE INVESTIGATION I

2 Units
Lecture: 2 hours

This course studies the national arson problem and the cost factors affecting the American public. Topics studied will include responsibilities of the fire inspecting officer, the nature and affect of ethical and unethical conduct, and the authority and responsibility the inspecting officer has to his/her profession.

Associate Degree Applicable; CSU
General Education Code: 0

FIRE 89 FIRE PREVENTION 1A

2 Units
Lecture: 2 hours

This course studies specific fire protection practices recommended by the California State Fire Marshal's office. Topics studied will include the Fire Marshal's regulations as they pertain to compressed and liquefied gases, toxic materials, radioactive substances, explosives, building materials, codes, and the general prevention of private home and public building fires.

Associate Degree Applicable; CSU
General Education Code: 0

FIRE 90 FIRE PREVENTION 1B

2 Units
Lecture: 2 hours

This course focuses on the codes, ordinances and statutes that pertain to fire prevention practices in California. Some topics of discussion include: building construction and occupancy, evacuation procedures, inspection reports, and processing plans. This is a California State Fire Marshal Office approved course.

Associate Degree Applicable; CSU
General Education Code: 0

FIRE 91 FIRE COMMAND 1A

2 Units
Lecture: 2 hours

This course provides instruction and simulation time to the participants pertaining to the initial decision and action processes at a working fire. It includes areas of discussion on the fire officer, fire behavior, fire ground resources, operations and management. This is a California State Fire Marshal Office approved course.

Prerequisite: ENG 50 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

FIRE 92 FIRE MANAGEMENT (Supervision)

2 Units
Lecture: 2 hours

This course covers the basic skills that the company officer or potential company officer needs to effectively function as a supervisor of fire personnel in non-emergency settings. This is a California State Fire Marshal Office approved course.

Associate Degree Applicable; CSU
General Education Code: 0

FIRE 93 FIRE INSTRUCTOR 1A

2 Units
Lecture: 2 hours

This is the first of a two course Fire Science Instructor series accredited by the State Board of Fire Services. Topics include: occupational analysis; course outlines; concepts of learning; levels of instruction; behavioral objectives; psychology of learning and includes students teaching demonstrations. This is a California State Fire Marshal Office approved course.

Prerequisite: ENG 50 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

FIRE 94 FIRE INSTRUCTOR 1B

2 Units
Lecture: 2 hours

This is the second of a two course Fire Science Instructor series accredited by the State Board of Fire Services and meets the requirements for a part-time FIRE teaching credential. Topics include: course outlines; lesson plans; levels of instruction; testing and measurement; test planning; evaluation includes student teaching demonstrations. This is a California State Fire Marshal Office approved course.

Associate Degree Applicable; CSU
General Education Code: 0

FIRE 95 FIRE COMMAND 1B

2 Units
Lecture: 2 hours

This course provides instruction in the art of command as related to tactical fire problems. Topics studied will include pre-planning and attack utilizing simulator, chemical and pesticide emergencies, shipping papers, and environmental considerations. This is a California State Fire Marshal Office approved course.

Associate Degree Applicable; CSU
General Education Code: 0

FIRE 96 FIRE PREVENTION 1C

2 Units
Lecture: 2 hours

This course studies the properties of flammable liquids, gases, regulations of storage and transportation, control of ignition sources above and below ground storage, DOT labeling, and placarding. This is a California State Fire Marshal Office approved course.

Associate Degree Applicable; CSU
General Education Code: 0

FL: FOREIGN LANGUAGE**FL 97A-D FOREIGN LANGUAGE LAB**

½ Unit
Laboratory: 1½ hours

FL 98A-D FOREIGN LANGUAGE LAB

1.0 Unit
Laboratory: 3.0 hours

Foreign Language Lab is an open entry/open exit environment designed to provide opportunities for students in all segments of the college community to develop foreign language communicative skills in understanding, speaking, reading, and writing. Emphasis is on the one-to-one tutorial as well as the computer-assisted, audiotape and videotape monitoring approaches. Students receive a credit/no credit grade mark.

Corequisite: Foreign Language course
General Education Code: 0

FR: FRENCH**FR 1 ELEMENTARY FRENCH
(CAN FREN SEQ A)**

5 Units
Lecture: 5 hours
Laboratory: 1 hour

This course presents the fundamentals of French. Fluency in understanding, speaking, reading, and writing within the context of the French society and French-speaking countries, history, and culture is emphasized. Completion of FR 1A and FR 1B is equivalent to FR 1.

*Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3*

**FR 1A ELEMENTARY FRENCH
(CAN FREN SEQ A)**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course presents the fundamentals of French. Fluency in understanding, speaking, reading, and writing within the context of the French society and French-speaking countries, history, and culture is emphasized. Completion of FR 1A and FR 1B is equivalent to FR 1.

*Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3*

**FR 1B ELEMENTARY FRENCH
(CAN FREN SEQ A)**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course presents the fundamentals of French. Fluency in understanding, speaking, reading, and writing within the context of the French society and French-speaking countries, history, and culture is emphasized. Completion of FR 1A and FR 1B is equivalent to FR 1.

*Prerequisite: FR 1A or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3*

**FR 2 ELEMENTARY FRENCH
(CAN FREN SEQ A)**

5 Units
Lecture: 5 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the French language begun in FR 1 or FR 1B. Fluency in understanding, speaking, reading, and

writing within the context of the French society, history, and culture is emphasized. Completion of FR 2A and FR 2B is equivalent to FR 2.

*Prerequisite: FR 1 or FR 1B or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3*

**FR 2A ELEMENTARY FRENCH
(CAN FREN SEQ A)**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the French language begun in FR 1 or FR 1B. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 2A and FR 2B is equivalent to FR 2.

*Prerequisite: FR 1 or FR 1B or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3*

**FR 2B ELEMENTARY FRENCH
(CAN FREN SEQ A)**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the French language begun in FR 2A. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 2A and FR 2B is equivalent to FR 2.

*Prerequisite: FR 2A or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3*

FR 3 INTERMEDIATE FRENCH

4 Units
Lecture: 4 hours
Laboratory: 1 hour

This course strengthens the students' communication skills in the spoken and written language. Emphasis is on the customs and culture of France and the francophone world. French literature is introduced.

*Prerequisite: FR 2 or FR 2B or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3*

FR 4 INTERMEDIATE FRENCH

4 Units

Lecture: 4 hours

Laboratory: 1 hour

This course expands the students' ability to communicate in French. Emphasis is on the discussion of socio-cultural selections and literature of the French-speaking world.

Prerequisite: FR 3 or equivalent

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

FR 8A-D FRENCH CONVERSATION

3 Units

Lecture: 3 hours

This series of courses relies on daily contact vocabulary building and practical conversation of everyday topics, current events, social life, and cultural materials. The student may choose the credit/no credit grading option.

Prerequisite: Intermediate entry level: FR 2 or three years high school French, or equivalent; courses need not be taken in sequence

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

FR 40A,B FRENCH CIVILIZATION

3 Units

Lecture: 3 hours

This series of courses traces the development of the French language and culture from the beginning to modern times. Courses are conducted in English and need not be taken in sequence.

Prerequisite: ENG 51

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

G: GEOLOGY**G 1 PHYSICAL GEOLOGY
(CAN GEOL 2)**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course includes the study of the origin and composition of rocks and minerals; landscape development by water, ice, and wind; earthquakes; the Earth's interior; the nature of mountains and their development; the movement of continental and oceanic

plates, and environmental aspects of geology. The laboratory portion includes 16 hours of local field trips and constitutes a practical application of aspects of the above subject areas.

Prerequisite: ENG 50 and MATH 57

Advisory: ENG 51 and MATH 50

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

G 4 GEOLOGY LAB

1 Unit

Laboratory: 3 hours

This lab constitutes a practical application of aspects of the physical geology/environmental geology subject areas in the classroom, and in approximately 16 hours in the field

*Prerequisite: ENG 51, MATH 50 and G1 or G5 or G10
(Refers to G1, G5, G10 taken prior to Fall 2000)*

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

G 5 ENVIRONMENTAL GEOLOGY

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course surveys geologic hazards such as flooding, landslides, earthquakes, and volcanic eruptions that effect humanity and studies means by which they may be mitigated. Geologic resources such as groundwater, surface water, and soil are studied to assess supply, conservation practices, and contamination mitigation. Mineral, fossil fuel, and alternate energy resources are examined for potential and for environmental assessment of production and consumption. Land-use planning and environmental impact analysis integrate the foregoing.

The laboratory portion applies, on a practical basis, aspects of the above in the classroom and in approximately 16 hours in the field.

Note: This course is suggested for students in any major which deals with human interactions with the physical environment, such as architecture, engineering, environmental studies, city planning, natural resources, geology, and geography.

Prerequisite: ENG 50 and MATH 57

Advisory: ENG 51 and MATH 50

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

G 6 GEOLOGY OF CALIFORNIA

3 Units

Lecture: 3 hours

This course presents the physical and historical geology of the natural provinces of California. The mineral deposits, stratigraphic and rock units, tectonic structures, fossils, geomorphology, and environmental issues within each province are examined. One or more field trips are conducted.

Advisory: ENG 51 and MATH 57

Associate Degree Applicable; CSU, UC

General Education Code: 1, 3

G 7 INTRODUCTION TO GEOLOGY

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course is a general survey of the fields of physical and historical geology. It is designed to give a broad general understanding and appreciation of the composition, structure, geologic processes, origin, and development of the Earth and its inhabitants. The laboratory portion provides hands-on experience with minerals, rocks, fossils, topographic maps, geologic maps, and structure sections. One required all-day field trip provides an opportunity to directly experience local physical and historical geology.

Advisory: ENG 51 and MATH 57

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

G 8 GEOLOGY OF NATIONAL PARKS AND MONUMENTS

3 Units

Lecture: 3 hours

This course provides a survey of the physical and historical geology of National Parks and Monuments, particularly those in the western states, to illustrate the geologic evolution of the regions in which these parks occur. Surface shaping processes such as volcanism, plutonism, deformation, sedimentation, glaciation, and fluvial activity are studied, using slides and other visual materials. Optional field trip(s) may be conducted.

Advisory: ENG 51 and MATH 57

Associate Degree Applicable; CSU

General Education Code: 1, 2

G 10 THE EARTH SCIENCES

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course is a general survey of the Earth Sciences of Geology, Oceanography, Meteorology, Climatology, and Astronomy. It is designed to provide a broad general

understanding and appreciation of these sciences and to bring into perspective the uniqueness of our planet, the interrelationships of its systems, and the influences of humanity upon these systems. The laboratory portion studies aspects of each area on a practical, applied basis. Field trips emphasize study of local geology.

Prerequisite: ENG 50 and MATH 57

Advisory: ENG 51 and MATH 50

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

GEOG: GEOGRAPHY**GEOG 1 PHYSICAL GEOGRAPHY
(CAN GEOG 2)**

3 Units

Lecture: 3 hours

This course examines the major features of the natural environment including land, water, air and life forms. The relationship between humans and their natural environment is emphasized, and map-reading skills are developed.

Prerequisite: ENG 50

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

**GEOG 1L PHYSICAL GEOGRAPHY
LABORATORY**

1 Unit

Laboratory: 3 hours

This course introduces the student to the methods and techniques used in the geographic study of the natural environment focusing on the earth's atmosphere, continents, oceans and life forms. Students observe, record, and analyze this information both in class and on field trips in the local environment.

Corequisite: GEOG 1 or prior completion

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

**GEOG 2 CULTURAL GEOGRAPHY
(CAN GEOG 4)**

3 Units

Lecture: 3 hours

This course focuses on the distribution of and interrelationships between features of humankind's modern cultural environment. Among the topics discussed are world population, forms of livelihood, territoriality, urbanization, and material culture. Emphasis is also placed on the development of map-reading skills.

Prerequisite: ENG 50

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

GEOG 7 REGIONAL GEOGRAPHY

3 Units
Lecture: 3 hours

This course describes and explains the major cultural characteristics of the earth's diverse geographic regions. Emphasis is placed on the development of regional patterns through time and the processes responsible for the existing patterns. The development of map-reading skills is an essential aspect of this investigation.

Prerequisite: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

GEOG 10 GEOGRAPHY OF CALIFORNIA

3 Units
Lecture: 3 hours

This is a study of the natural and cultural environments of California including its climate, topography, biogeography, economy, urbanization and population diversity. Emphasis is placed on people and the environment, map interpretation and their changes over time. Both topical and regional formats are introduced.

Advisory: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 2, 3

GER: GERMAN**GER 1 ELEMENTARY GERMAN**

5 Units
Lecture: 5 hours
Laboratory: 1 hour

This course presents the fundamentals of German. Fluency in understanding, speaking, reading and writing within the context of the German society, history, and culture is emphasized.

Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

GER 1A ELEMENTARY GERMAN

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course presents the fundamentals of German. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 1A and GER 1B is equivalent to GER 1.

Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

GER 1B ELEMENTARY GERMAN

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the German language begun in GER 1A. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 1A and GER 1B is equivalent to GER 1.

Prerequisite: GER 1A or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

GER 2 ELEMENTARY GERMAN

5 Units
Lecture: 5 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the German language begun in GER 1 or GER 1B. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized.

Prerequisite: GER 1 or GER 1B or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

GER 2A ELEMENTARY GERMAN

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the German language begun in GER 1 or GER 1B. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 2A and GER 2B is equivalent to GER 2.

Prerequisite: GER 1 or GER 1B or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

GER 2B ELEMENTARY GERMAN

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the German language begun in GER 2A. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 2A and GER 2B is equivalent to GER 2.

Prerequisite: GER 2A or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

GER 40A,B GERMAN CIVILIZATION

3 Units

Lecture: 3 hours

This series of courses offers an introduction to the major currents and characteristics of the German culture as expressed through the centuries in literature, fine arts, philosophy, and the sciences. The courses are conducted in English and need not be taken in sequence.

*Prerequisite: ENG 51**Associate Degree Applicable; CSU, UC**General Education Code: 1, 2, 3***GOLF: GOLF****GOLF 29 METHODS OF TEACHING GOLF**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course is the study of the methods used in teaching the game of golf. It includes practical experience in the analysis of the golf swing and the correction of errors.

*Prerequisite: Admission to Golf Management Program**Associate Degree Applicable**General Education Code: 0***GOLF 30 SHORT GAME AND PUTTING**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course is the study of the techniques used to develop an effective short game and putting stroke. It emphasizes basic swing fundamentals and the modern approach to chips, pitches, greenside sand shots and putting.

*Prerequisite: Admission to Golf Management Program**Associate Degree Applicable; CSU, UC**General Education Code: 0***GOLF 32 GOLF TEACHING LABORATORY**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course is the study and practice of the methods used in teaching the game of golf. It includes learning the techniques and instructional skills necessary to teach golf to individuals and groups. It emphasizes how to adapt golf swing fundamentals to the physical attributes

and prior experience of the client (student). It also includes practical application of these methods in a golf practice range environment.

*Prerequisite: Admission to Golf Management Program**Associate Degree Applicable; CSU, UC**General Education Code: 0***GOLF 34 GOLF CLUB DESIGN AND REPAIR**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course is the study of the design and manufacture of golf clubs. It includes the study of golf repair theory and practical "hands-on" experience in a golf club repair laboratory.

*Prerequisite: Admission to Golf Management Program**Associate Degree Applicable**General Education Code: 0***GOLF 36 FUNDAMENTALS & RULES OF GOLF**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course is the study of the basic fundamentals and rules of the game of golf. It emphasizes the rules of golf and the responsibility of the golf professional to insure compliance with the rules and uphold the integrity of the sport of golf.

*Prerequisite: Admission to Golf Management Program**Associate Degree Applicable; CSU, UC**General Education Code: 0***HE: HEALTH****HE 1 PERSONAL & COMMUNITY HEALTH**

3 Units

Lecture: 3 hours

This course consists of application of facts and attitudes to the maintenance of optimum health for the individual and society; effects of exercise, fatigue, and diet; emotional and mental well-being; drugs, alcohol, and tobacco; disease etiology and disease prevention; human reproduction and family; and safety in the modern world.

*Prerequisite: ENG 50**Associate Degree Applicable; CSU, UC**General Education Code: 1, 2*

HEC: HOME ECONOMICS/NUTRITION**HEC 13 GENERAL NUTRITION (CAN FCS 2)**

3 Units
Lecture: 3 hours

This course is a study of the chemical composition of foods and their utilization by the body. Practical problems of nutrition and relationship of adequate diet to physical and mental health are covered.

Prerequisite: ENG 50 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2

HIST: HISTORY**HIST 3 HISTORY OF WORLD CIVILIZATION - I (CAN HIST SEQ C for HIST 3 and 4)**

3 Units
Lecture: 3 hours

This course is a broad study of the major elements of history from ancient times to the Renaissance. It is designed to develop understanding of institutions basic to world civilization.

Advisory: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

HIST 4 HISTORY OF WORLD CIVILIZATION - II (CAN HIST SEQ C for HIST 3 and 4)

3 Units
Lecture: 3 hours

This course is a broad study of the major elements of history from the 16th Century to the present. It is designed to develop understanding of institutions basic to world civilization.

Advisory: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

HIST 17 U.S. HISTORY THROUGH RECONSTRUCTION (CAN HIST SEQ B for HIST 17 and 18)

3 Units
Lecture: 3 hours

This course is a survey of the political and social development of the United States from the discovery of America through the Reconstruction period.

Prerequisite: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

HIST 18 U.S. HISTORY FROM RECONSTRUCTION TO PRESENT (CAN HIST SEQ B for HIST 17 and 18)

3 Units
Lecture: 3 hours

This course is a survey of the political and social development of the United States from the Reconstruction Period to the present.

Prerequisite: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

HS: HEALTH SCIENCES**HS 51 TRANSITION TO REGISTERED NURSE**

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course focuses on the role of the registered nurse as covered in the first year of the associate degree program. Skills lab and clinical practice focus on the application of therapeutic nursing interventions and critical thinking behaviors with selected client populations. This course facilitates the transition of LVN into the second year of the RN program. Students receive a credit/no credit grade mark.

HS 61 MEDICAL TERMINOLOGY

2 Units
Lecture: 2 hours

This course introduces medical terminology as used by all health service personnel, including medical doctors, dentists, nurses, respiratory therapists, physical therapists, EMTs, medical secretaries and doctors' office assistants.

Prerequisite: ENG 50
Associate Degree Applicable
General Education Code: 0

HS 62 YOUR LIVING BODY

3 Units
Lecture: 3 hours

This course provides a basic overview of body structures and functions, correlated with discussion of the major

HS 62 YOUR LIVING BODY

3 Units

Lecture: 3 hours

This course provides a basic overview of body structures and functions, correlated with discussion of the major diseases affecting each of the major systems.

Prerequisite: ENG 50

Associate Degree Applicable

General Education Code: 0

HS 64 NURSE ASSISTANT

6 Units

Lecture: 4 hours

Laboratory: 6 hours

This course includes basic nursing principles used in the care of clients in long term care facilities. The content addresses the basic needs of clients; concepts of ethics and confidentiality; techniques of communication; reporting and recording of observations and basic assessments; performance of special treatments, procedures, and skills required for client care. Successful completion of the course results in eligibility to take the state-approved test that leads to certification as a nursing assistant.

Prerequisite: ENG 50

Associate Degree Applicable

General Education Code: 0

HS 65 BASIC PHARMACOLOGY

3 Units

Lecture: 3 hours

This course provides an introduction to basic pharmacology. Content covers calculating dosages, using conversion tables, administering medication, and using drug reference materials. The actions, untoward actions, desired and undesired effects of commonly used drugs in the major classifications are presented.

Prerequisite: HS 62 and MATH 57

Associate Degree Applicable

General Education Code: 0

HS 66 HOME HEALTH AIDE

2 Units

Lecture: 1½ hours

Laboratory: 1½ hours

This course expands on the content taught in the nursing assistant course to provide preparation for care of residents in home care settings. Content emphasizes personal care, basic communications, safety, meal planning, and maintaining a healthful environment.

Prerequisite: HS 64 or California CNA

General Education Code: 0

HS 70 INTRODUCTION TO HEALTH SCIENCES

1 Unit

Lecture: 1 hour

This course is strongly recommended for all students entering the VN, ADN, or RT programs offered at College of the Desert. It is designed to provide students interested in Health Sciences programs with detailed information about program requirements and career objectives.

Advisory: ENG 50

Associate Degree Applicable

General Education Code: 0

HS 81 BASIC ARRHYTHMIAS

2 Units

Lecture: 2 hours

This course is designed for a person working with patients who require cardiac monitoring. It provides a review of anatomy and physiology of the heart. The normal and abnormal rhythms of the heart are studied with an emphasis on treatment for abnormal arrhythmias. This course is applicable for LVN, RN, and CNA Continuing Education Units (CEU's).

Prerequisite: ENG 50

Associate Degree Applicable

General Education Code: 0

HS 98A-D NURSING SKILLS LAB

½ Unit

Laboratory: 1½ hours

HS 99A-D NURSING SKILLS LAB

1 Unit

Laboratory: 3 hours

This course provides opportunity for practice and mastery of nursing skills necessary for safe patient care. It uses multimedia materials, computers, and instructor assistance to improve the skills needed and is directed to students needing review of nursing procedures. Students receive a credit/no credit grade mark.

Prerequisite: ENG 50

Corequisite: Enrollment in a Nursing course

General Education Code: 0

**HSAD: HUMAN SERVICES/ALCOHOL
DRUG STUDIES**

**HSAD 1 INTRODUCTION TO ALCOHOL/
DRUG STUDIES**

3 Units
Lecture: 3 hours

This is a survey course that examines, interprets and evaluates the significant terms and definitions used in the study of drugs, addiction and alcoholism as a family affair. It looks at the causes and consequences of alcohol/drug use and abuse (i.e. psychological, sociological, physiological, economic, and political), as well as the myths, images and stereotypes of substance abuse and substance users. It examines the modalities utilized in education, prevention, intervention, treatment, recovery, and relapse. This is the basic prerequisite for the Alcohol/Drug Studies Certificate.

Prerequisite: ENG 50
Associate Degree Applicable; CSU
General Education Code: 0

**HSAD 4 PERSONAL AND PROFESSIONAL
GROWTH**

2 Units
Lecture: 2 hours

This course covers the professional aspects of alcohol and drug counseling as a career. It deals with such problematic areas as burnout, recovery, certification and credential requirements, professional associations and personal and professional growth. It introduces problems and possible solutions that will be thematic in many courses in this program. This is a required course for the Alcohol/Drug Certificate.

Prerequisite: ENG 50
Associate Degree Applicable; CSU
General Education Code: 0

HSAD 20 BIOMEDICAL-PHARMACOLOGY

3 Units
Lecture: 3 hours

This course investigates the effects of alcohol and drugs on human behavior. Models and biomedical principles of the disease process and treatment are presented. Interpretations and evaluations of the strategies utilized in recovery by various treatment modalities are studied. This is a required course for the Alcohol/Drug Studies Certificate.

Prerequisite: HSAD 1
Associate Degree Applicable; CSU
General Education Code: 0

HSAD 22 CASE MANAGEMENT

3 Units
Lecture: 3 hours

This course presents case management from the initial intake and assessment of an individual, to recovery planning, record keeping, aftercare, follow-up and referral. This is a required course for the Alcohol/Drug Studies Certificate.

Corequisite: HSAD 1 or prior completion
Associate Degree Applicable; CSU
General Education Code: 0

**HSAD 24 LAW/ETHICS: COMMUNITY
RESPONSES**

3 Units
Lecture: 3 hours

This course is the study, interpretation, and practice of legal/ethical responsibilities and liabilities encountered when providing and utilizing Human Services. Special focus is placed on privileged relationships, counseling, and confidentiality. It also deals with community agencies responsible for outreach education and referrals. This is a required course for the Alcohol/Drug Certificate.

Corequisite: HSAD 1 or prior completion
Associate Degree Applicable; CSU
General Education Code: 0

**HSAD 30 INDIVIDUAL, GROUP, AND
FAMILY COUNSELING**

3 Units
Lecture: 3 hours

This is a survey course that addresses the differences and similarities of individual and group counseling with special emphasis on the functional alcohol/drug family situations. It traces the development of individual and group counseling and explores its dynamics. It interprets and assesses the impact on individuals and on their relationships. In addition, it interprets and assesses the impact on society and on its institutions. Practical strategies and experiential exercises are utilized. Skills development in counseling the family unit are addressed. This is a required course for the Alcohol/Drug Certificate.

Prerequisite: ENG 50
Associate Degree Applicable; CSU
General Education Code: 0

HSAD 32A ALCOHOL/DRUG: SUPERVISED PRACTICUM I

2 Units
Lecture: 2 hours

This course gives direction, interpretation, guidance and evaluation to assist the student in making the transition from the college to job placement via the Supervised Internship I (HSAD 33A). Values, knowledge and skills applied in the practical setting are essential to professional dependency counseling. Special attention is given to individual, group, and family approaches to counseling. This is a required course for the Alcohol/Drug Studies Certificate.

Prerequisite: 6 HSAD/HSC core courses
Corequisite: HSAD 33A
Associate Degree Applicable; CSU
General Education Code: 0

HSAD 32B ALCOHOL/DRUG: SUPERVISED PRACTICUM II

2 Units
Lecture: 2 hours

This course concludes the work begun in Supervised Practicum I (HSAD 32A). This is a required course for the Alcohol/Drug Studies Certificate.

Prerequisite: 6 HSAD/HSC core courses
Corequisite: HSAD 33B
Associate Degree Applicable; CSU
General Education Code: 0

HSAD 33A ALCOHOL/DRUG: SUPERVISED INTERNSHIP I

3 Units
Weekly: 9 hours

This course is a supervised field work internship that actively involves students at a supervised chemical dependency service site. Students apply and integrate the values, knowledge and skills learned in the classroom through direct, hands-on experience in the area of chemical dependency counseling. Special attention is given to individual, group and family counseling. This is a required course for the Alcohol/Drug Studies Certificate.

Prerequisite: 6 HSAD/HSC core courses
Corequisite: HSAD 32A
Associate Degree Applicable; CSU
General Education Code: 0

HSAD 33B ALCOHOL/DRUG: SUPERVISED INTERNSHIP II

3 Units
Weekly: 9 hours

This course concludes the field work begun in Supervised Internship I (HSAD 33A). This is a required course for

the Alcohol/Drug Studies Certificate.

Prerequisite: 6 HSAD/HSC core courses
Corequisite: HSAD 32B
Associate Degree Applicable; CSU
General Education Code: 0

HSAD 34 DUAL DIAGNOSIS

2 Units
Lecture: 2 hours

This course prepares the student to meet the challenge to mental health workers and substance abuse counselors in dealing with clients who have psychiatric disorders coexisting with drug dependency. The focus is on the diagnosis, assessment, treatment and aftercare of such clients. This is a required course for the Alcohol/Drug Studies Certificate.

Prerequisite: ENG 50
Associate Degree Applicable; CSU
General Education Code: 0

HSAD 36 COUNSELING DIVERSE POPULATIONS

3 Units
Lecture: 3 hours

This is a counseling course that introduces the student to population subgroups and unique helping skills used to support diverse populations. The course surveys the history of underrepresentation of each subgroup and describe current challenges for counselors.

Advisory: ENG 50
Associate Degree Applicable
General Education Code: 0

HSC: HUMAN SERVICES/COUNSELING

HSC 2 INTRODUCTION TO HUMAN SERVICES COUNSELING

3 Units
Lecture: 3 hours

This is an intensive, exploratory, communication/counseling course that introduces the student to the principles, strategies and practices of helping skills as useful tools. Through the use of problem solving simulation, the student learns how to support coping skills in a client. This is a required course for the Alcohol/Drug Studies Certificate.

Prerequisite: ENG 50
Associate Degree Applicable; CSU
General Education Code: 0

HUM: HUMANITIES**HUM 1 CRITICAL ANALYSIS**

3 Units

Lecture: 3 hours

Emphasis is placed on knowledge and appreciation of traditional and alternate modes of thinking. Attention is given to a variety of cultural approaches to critical thought. Analytical thinking is applied to such areas as: science, the arts, religion, and business.

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2

HUM 5A HUMANITY AND THE NATURAL ENVIRONMENT

3 Units

Lecture: 3 hours

Students examine issues affecting the natural environment at local, regional and global levels. Selected topics are explored and discussions are led by a faculty team from the Fine Arts, Humanities and the Social, Physical and Life Sciences. Opportunities are provided to examine interrelated issues as they occur in community settings.

Prerequisite: ENG 51

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

HUM 5B HUMANITY AND THE SOCIAL-CULTURAL ENVIRONMENTS

3 Units

Lecture: 3 hours

Students examine issues affecting the cultural and social environments at local, regional and global levels. Selected topics are explored and discussions are led by a faculty team from the Fine Arts, Humanities and the Social, Physical and Life Sciences. Opportunities are provided to examine interrelated issues as they occur in community settings.

Prerequisite: ENG 51

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

HUM 8 MUSIC OF MULTICULTURAL AMERICA

3 Units

Lecture: 3 hours

This course is a comparative and integrative study of the multicultural musical styles of the United States. It includes the musics of Native Americans, European

Americans, African Americans, Chicano/Latino Americans, and Asian Americans, from their historical roots to the present. There will be analysis of musical traditions from a technical and a cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings, computer-assisted instruction. (Also listed as, and equivalent to, MUS 8.)

Advisory: ENG 50

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

HUM 18 INTRODUCTION TO ART & MUSIC

3 Units

Lecture: 3 hours

Students examine parallels in ideas and organizational methods found in art and music of the Western World. A comparison is made of major developments of styles with an emphasis on the roles of the visual and aural arts in society from the Middle Ages to the present.

Prerequisite: ENG 50

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

ITAL: ITALIAN**ITAL 1 ELEMENTARY ITALIAN**

5 Units

Lecture: 5 hours

Laboratory: 1 hour

This course presents the fundamentals of Italian. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 1A and ITAL 1B is equivalent to ITAL 1.

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

ITAL 1A ELEMENTARY ITALIAN

3 Units

Lecture: 3 hours

Laboratory: 1 hour

This course presents the fundamentals of Italian. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 1A and ITAL 1B is equivalent to ITAL 1.

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

ITAL 1B ELEMENTARY ITALIAN

3 Units

Lecture: 3 hours

Laboratory: 1 hour

This course presents the fundamentals of Italian. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 1A and ITAL 1B is equivalent to ITAL 1.

Prerequisite: ITAL 1A or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

ITAL 2 ELEMENTARY ITALIAN

5 Units

Lecture: 5 hours

Laboratory: 1 hour

This course builds upon the material presented in ITAL 1 and further develops the conversational skills in confirming and correcting information and using response behaviors. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 2A and ITAL 2B is equivalent to ITAL 2.

Prerequisite: ITAL 1 or ITAL 1B or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

ITAL 2A ELEMENTARY ITALIAN

3 Units

Lecture: 3 hours

Laboratory: 1 hour

This course builds upon the material presented in ITAL 1, 1A and 1B and further develops the conversational skills in confirming and correcting information and using response behaviors. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 2A and ITAL 2B is equivalent to ITAL 2.

Prerequisite: ITAL 1 or ITAL 1B or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

ITAL 2B ELEMENTARY ITALIAN

3 Units

Lecture: 3 hours

Laboratory: 1 hour

This course builds upon the material presented in ITAL 2A and further develops the conversational skills in confirming and correcting information and using response

behaviors. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 2A and ITAL 2B is equivalent to ITAL 2.

Prerequisite: ITAL 2A or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

ITAL 3 INTERMEDIATE ITALIAN

4 Units

Lecture: 4 hours

Laboratory: 1 hour

This course strengthens the students' communication skills in the spoken and written Italian language and builds upon the topics of vocabulary, grammar, structure, and Italian culture introduced in previous levels 1 and 2. Emphasis is on the customs and culture of Italy. Italian literature is introduced.

Prerequisite: ITAL 2 or ITAL 2B or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

ITAL 4 INTERMEDIATE ITALIAN

4 Units

Lecture: 4 hours

Laboratory: 1 hour

This course is the continuation of ITAL 3. It expands the students' ability to communicate in Italian. Emphasis is on discussion of socio-cultural selections and literature of the Italian-speaking world.

Prerequisite: ITAL 3 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

ITAL 40A,B SURVEY OF ITALIAN CIVILIZATION

3 Units

Lecture: 3 hours

This course introduces students to the Italian people, culture, and civilization. Italian 40A covers the period from the thirteenth century to the sixteenth century. Italian 40B covers the period from the seventeenth century to the present. Courses need not be taken in sequence and are conducted in English.

Prerequisite: ENG 51
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

J: JOURNALISM**J 3A NEWS REPORTING & WRITING**

3 Units
Lecture: 3 hours

This is a beginning course in news writing that provides instruction and practice in the fundamentals of news reporting. It concentrates on the writing of news with an introduction into feature writing. Included in the course are such topics as interviewing, story organization and structure, the style and language of journalism, and journalistic law and ethics. This course may be substituted for MC 2, Writing for the Mass Media.

Prerequisite: ENG 1A
Associate Degree Applicable; CSU, UC
General Education Code: 0

J 4A BASIC NEWSPAPER PRODUCTION

3 Units
Lecture: 1 hour
Laboratory: 6 hours

This lecture and laboratory course provides initial practical experience in working on the staff of the college newspaper. Students concentrate on editorial, production, advertising, and circulation activities but are expected to participate in all facets of the operation.

Prerequisite: J 3A or concurrent enrollment
Associate Degree Applicable; CSU
General Education Code: 0

J 4B INTERMEDIATE NEWSPAPER PRODUCTION

3 Units
Lecture: 1 hour
Laboratory: 6 hours

This lecture and laboratory course continues to provide practical experience in working on the staff of the college newspaper, building on experience initiated in the basic course. Students assume a leadership role, whether in editorial, production, or advertising activities, in producing the newspaper. Students become familiar with the use of desktop publishing programs.

Prerequisite: J 4A
Associate Degree Applicable; CSU
General Education Code: 0

J 4C ADVANCED NEWSPAPER PRODUCTION

3 Units
Lecture: 1 hour
Laboratory: 6 hours

This lecture and laboratory course continues to provide practical experience in working on the staff of the college

newspaper, building on experience gained in J 4A and J 4B. Students serve as editor, production supervisor, advertising director, photo editor, and circulation director--whether solely or on an alternating basis--and otherwise help, direct, and guide new students in producing a newspaper.

Prerequisite: J 4B
Associate Degree Applicable; CSU
General Education Code: 0

J 7 INTRODUCTION TO PHOTOJOURNALISM

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is designed to acquaint the student with techniques, theories, and special problems of documentary and magazine photography for illustration and reporting. This course is offered on an irregular basis.

Prerequisite: ENG 50
Associate Degree Applicable; CSU
General Education Code: 0

J 10 MAGAZINE ARTICLE WRITING

3 Units
Lecture: 3 hours

A beginning writing course to provide instruction and practice in magazine article writing and a knowledge of current magazine markets. Concentration is on researching, interviewing, organizing, writing and style. This course is offered on an irregular basis.

Prerequisite: ENG 50
Associate Degree Applicable
General Education Code: 0

JPN: JAPANESE**JPN 1A ELEMENTARY JAPANESE**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course introduces students to elementary communication skills of understanding, speaking, reading, and writing Japanese. Emphasis is on fundamentals of grammar and pronunciation, practical vocabulary and useful phrases and idioms. The honorific, polite, and humble forms of vocabulary and expressions are introduced and analyzed.

Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

JPN 1B ELEMENTARY JAPANESE

3 Units

Lecture: 3 hours

Laboratory: 1 hour

This course introduces students to elementary communication skills of understanding, speaking, reading, and writing Japanese. Emphasis is on fundamentals of grammar and pronunciation, practical vocabulary and useful phrases and idioms. The honorific, polite, and humble forms of vocabulary and expressions are introduced and analyzed.

Prerequisite: JPN 1A or equivalent

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

JPN 2A ELEMENTARY JAPANESE

3 Units

Lecture: 3 hours

Laboratory: 1 hour

This course continues the development of the skills and essentials of the Japanese language begun in JPN 1B. Fluency in understanding, speaking, reading, and writing within the context of the Japanese society, history, and culture is emphasized.

Prerequisite: JPN 1B or equivalent

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

JPN 2B ELEMENTARY JAPANESE

3 Units

Lecture: 3 hours

Laboratory: 1 hour

This course continues the development of the skills and essentials of the Japanese language begun in JPN 2A. Fluency in understanding, speaking, reading, and writing within the context of the Japanese society, history, and culture is emphasized.

Prerequisite: JPN 2A or equivalent

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

MATH: MATHEMATICS**MATH 1A CALCULUS****(CAN MATH 18; SEQ B)**

5 Units

Lecture: 5 hours

This course studies the meaning, computation and application of the derivative with an introduction to the integral. Topics include the definition of the derivative, limits, rules of differentiating polynomial, rational, exponential, logarithmic and trigonometric functions,

applications of the derivative, and an introduction to the definite integral.

Prerequisite: ENG 51 and four years of high school mathematics, including Trigonometry and Geometry with a minimum grade of B in 4th year, or MATH 12, or MATH 10 and MATH 5

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

MATH 1B CALCULUS**(CAN MATH 20; SEQ B)**

5 Units

Lecture: 5 hours

This course studies the meaning, computation and application of integration and infinite series. Topics include the definition of the definite integral, techniques of integration, applications of integration, first order separable differential equations, modeling exponential growth and decay, infinite series and approximation of functions using Taylor series with remainder.

Prerequisite: MATH 1A or equivalent

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

MATH 2A MULTIVARIATE CALCULUS**(CAN MATH 22)**

5 Units

Lecture: 5 hours

This course extends the concepts of differentiation and integration introduced in the first two semesters of calculus to functions of two or more variables. Topics include solid Euclidean geometry, vector algebra in 3 dimensions, line and surface integrals, multiple integration in rectangular, cylindrical and spherical coordinates, extreme values, parameterized space curves and surfaces, divergence, directional derivatives, gradients, Taylor's theorem for several variables, Gauss', Green's and Stokes' theorems.

Prerequisite: MATH 1B

Associate Degree Applicable; CSU, UC

General Education Code: 0

MATH 2B LINEAR ALGEBRA

4 Units

Lecture: 4 hours

This course is a standard introductory course in linear algebra. Topics include vectors in R^n , matrices and systems of linear equations, determinants, vector spaces, linear independence, linear transformations, eigenvalues, eigenvectors, and diagonalization of certain quadratic forms.

Prerequisite: MATH 1B

Associate Degree Applicable; CSU, UC

General Education Code: 0

MATH 2C ORDINARY DIFFERENTIAL EQUATIONS

4 Units
Lecture: 4 hours

This is a standard introductory course in solving differential equations and using differential equations to model dynamic phenomena. Topics include first, second and higher order differential equations; systems of first order equations, linear, homogeneous and nonhomogeneous differential equations; solutions by power series; numerical methods, LaPlace transforms; and applications.

Prerequisite: MATH 1B
Associate Degree Applicable; CSU, UC
General Education Code: 0

MATH 5 TRIGONOMETRY (CAN MATH 8)

3 Units
Lecture: 3 hours

This is a course of study in the trigonometric functions with emphasis on periodic functions, trigonometric identities, solving trigonometric equations, graphical methods, inverse functions, solving triangles with applications including the law of sines and law of cosines. Additional topics may include vectors and complex numbers.

Prerequisite: MATH 30 and MATH 40, or four years of high school math including two years of Algebra and one year of Geometry with grades of B or better, or equivalent
Associate Degree Applicable; CSU
General Education Code: 1, 2

MATH 10 COLLEGE ALGEBRA (CAN MATH 10)

4 Units
Lecture: 4 hours

This is a function oriented course including the concept of a function and function notation. The course includes an in depth investigation of polynomial, rational, exponential, and logarithmic functions, including their equations, graphs, and behavior. Other topics include the binomial theorem, conic sections, and matrices as they apply to systems of linear equations.

Prerequisite: MATH 40, or four years of high school math including two years of Algebra and one year of Geometry with grades of B or better, or equivalent
Advisory: ENG 51
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

MATH 12 PRE-CALCULUS (CAN MATH 16)

5 Units
Lecture: 5 hours

This course studies the basic functions used in Calculus: the polynomial, rational, root, exponential, logarithmic, trigonometric, and inverse trigonometric functions. Topics include recognizing, graphing and solving equations involving these functions, working with function notation, rates of change, transformations of functions and applications.

Prerequisite: MATH 40 and MATH 30 with grades of B or better, or four years of high school math including two years of Algebra and one year of Geometry with grades of B or better, or equivalent

Advisory: ENG 51
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

MATH 13 LIBERAL ARTS MATHEMATICS

4 Units
Lecture: 4 hours

This course is designed for the non-science liberal arts major. Survey topics may include the concept of proof (deduction and induction), probability and statistics, game theory, linear programming, geometry and computers.

Prerequisite: MATH 40 or equivalent
Associate Degree Applicable; CSU
General Education Code: 1, 2

MATH 14 STATISTICAL METHODS (CAN STAT 2)

4 Units
Lecture: 4 hours

This course is an introduction to descriptive and inferential statistics; how to use measures of central tendency and dispersion among population samples to draw inferences about a population and to compare two or more populations. Discrete and continuous probability density distributions are analyzed including the binomial, normal, Student-t, chi-squared, and F-distributions. Confidence intervals for population means, proportions and variance are set. Additional topics include regression and correlation analysis and techniques of hypotheses testing, including ANOVA.

Prerequisite: MATH 40
Advisory: ENG 51
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

MATH 30 PLANE GEOMETRY

3 Units

Lecture: 3 hours

This course includes fundamentals of plane geometry, including topics in solid and coordinate geometry, developed by both inductive and deductive processes.

Prerequisite: MATH 50 or one year high school Algebra Associate Degree Applicable

General Education Code: 0

MATH 40 INTERMEDIATE ALGEBRA

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course focuses on solving problems using linear, quadratic and exponential models with an introduction to the concept of a function. Topics include solving and graphing linear, quadratic and exponential equations, systems of linear equations, rational exponents, root equations, quadratic inequalities, circles and applications.

Prerequisite: MATH 50, or one year high school Algebra with a grade of B or better within last 3 years, or equivalent

Advisory: ENG 51 and RDG 51

Associate Degree Applicable

General Education Code: 1

MATH 50 ELEMENTARY ALGEBRA

4 Units

Lecture: 4 hours

This course is an introduction to the real number system and to the use of variable expressions and equations in problem solving. Topics include properties of the real numbers, arithmetic of variable expressions including polynomials and algebraic fractions, solving linear equations and inequalities in one variable, factoring, and an introduction to the Cartesian coordinate system and the equations and graphs of linear equations in two variables.

Prerequisite: MATH 57 or concurrent enrollment

General Education Code: 0

MATH 56 INTRODUCTORY TECHNICAL MATHEMATICS FOR ELECTRONICS

2 Units

Lecture: 2 hours

This is a basic mathematics course with emphasis on skills needed in electronics. It includes fractions, decimals, percentage, signed numbers, scientific notation, algebraic operations, the metric system as used in electronics; graphing, and trigonometric principles.

Associate Degree Applicable

General Education Code: 0

MATH 57 COLLEGE ARITHMETIC

3 Units

Lecture: 3 hours

Laboratory: 1½ hours

This course provides an understanding of and competency in the basic operations of elementary arithmetic. Topics include adding, subtracting, multiplying, and dividing whole numbers, decimals, and fractions. Other topics include: ratios and proportions, percent, arithmetic with signed numbers, the metric system including conversion of units, and elementary geometry concepts such as perimeter, area, and volume.

Advisory: RDG 50

General Education Code: 0

MATH 60A INTRODUCTION TO THE GRAPHING CALCULATOR

1 Unit

Lecture: 1 hour

This course explores the link between the graphing calculator and mathematics. Students are guided through exploration of topics in Algebra using the graphing calculator. This course prepares students to competently employ the graphing calculator in future mathematics courses. Students may choose the credit/no credit grading option.

Advisory: ENG 50 or equivalent; MATH 50 or equivalent

General Education Code: 0

MATH 61 MATH ANXIETY REDUCTION

1 Unit

Lecture: 1 hour

This is a comprehensive, multifaceted course to aid students in math-anxiety reduction and ease re-entry into a Math program. Topics include reduction of internal psychological stumbling blocks, confidence building, visualization, learning-style enhancement, and effective study and test-taking skills. Students receive a credit/no credit grade mark.

Advisory: ENG 50 or equivalent

General Education Code: 0

**MATH 97A-D MATHEMATICS
SUPPLEMENTAL LAB**

½ Unit
Laboratory: 1½ hours

**MATH 98A-D MATHEMATICS
SUPPLEMENTAL LAB**

1 Unit
Laboratory: 3 hours

Mathematics Supplemental Laboratory is an open entry/open exit environment which provides opportunities to develop mathematical skills, notation, and language for students enrolled in MATH 30, MATH 40 or MATH 50. Emphasis is on the one-to-one tutorial, computer assisted instruction, and audio visual aids. Students receive a credit/no credit grade mark.

Corequisite: MATH 30, 40, 50
General Education Code: 0

MG: MASS COMMUNICATION

**MC 1 MASS MEDIA IN AMERICAN
CULTURE**

3 Units
Lecture: 3 hours

This course introduces students to the influences and contributions of the mass media in American popular culture. It traces the historical development of mass media from early technological advances that pioneered the way to today's exciting new age information processing technologies. This course surveys the Information Age showing how it developed and where it is going.

Prerequisite: ENG 51
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

MC 3 TELECOMMUNICATIONS

3 Units
Lecture: 3 hours

This is an introductory course designed to acquaint students with telecommunications through a survey of the field's history, philosophy, legal aspects, networks, government regulations, programming, production sales, engineering operations, and future technological trends. Open to all students seeking a background in this rapidly changing field of electronic media.

Prerequisite: ENG 50
Associate Degree Applicable; CSU
General Education Code: 0

**MC 4 INTRODUCTION TO MEDIA
ADVERTISING**

3 Units
Lecture: 3 hours

This course introduces students to the field of media advertising and the role it plays in American society. Students will be given an historical overview of the field and will be introduced to advertising layout, design, and sales strategies. This course is offered on an irregular basis.

Prerequisite: ENG 50
Associate Degree Applicable; CSU
General Education Code: 0

**MC 5 INTRODUCTION TO PUBLIC
RELATIONS**

3 Units
Lecture: 3 hours

This course offers students an overview of the public relations field with a practical approach to the handling and planning, of public relations campaigns. This course is offered on an irregular basis.

Prerequisite: ENG 50
Associate Degree Applicable; CSU
General Education Code: 0

MUS: MUSIC

MUS 1 MUSIC THEORY I

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course is a study of melodic structure, chord voicing and simple chord progressions in the style of 18th and 19th c. harmonic technique (inversions, voice leading and cadences up to and including dominant 7th chords.) Emphasis is placed on sight singing, ear training and keyboard proficiency.

Prerequisite: MUS 12 or equivalent
Advisory: Concurrent enrollment in MUS 21A or another music performance class
Associate Degree Applicable; CSU, UC
General Education Code: 1

MUS 2 MUSIC THEORY II

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course is a continuation of the study of melodic structure, chord voicing and chord progressions in the style of 18th and 19th c. harmonic technique (four-part settings, dominant 9th, 11th, 13th, secondary dominants and non-dominant harmony.) It includes an introduction to 20th century techniques. Further application of the principles introduced in MUS 1. Emphasis is placed on sight singing, ear training and keyboard proficiency.

Prerequisite: MUS 1 or equivalent

Advisory: Concurrent enrollment in MUS 21A or another music performance class

Associate Degree Applicable; CSU, UC

General Education Code: 1

MUS 5 HISTORY OF ROCK 'N' ROLL

3 Units

Lecture: 3 hours

This course is a survey of rock music. The focus is on rock music, the musician, and the manner in which the sociological, political and economic conditions merged in the evolution of this musical art form.

Advisory: ENG 50

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

MUS 8 MUSIC OF MULTICULTURAL AMERICA

3 Units

Lecture: 3 hours

This course is a comparative and integrative study of the multicultural musical styles of the United States. It includes the musics of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans, from their historical roots to the present. There will be analysis of musical traditions from a technical and a cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings, computer-assisted instruction. (Also listed as, and equivalent to, HUM 8)

Advisory: ENG 50

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

MUS 10 INTRODUCTION TO MUSIC

3 Units

Lecture: 3 hours

This course is designed for the general college student and non-music major. It is a general survey of the development of music with emphasis on the esthetic, formal and historical factors, correlated with parallel movements in the other arts.

Prerequisite: ENG 50

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

MUS 12 FUNDAMENTALS OF MUSIC

3 Units

Lecture: 3 hours

This course is designed for the general college student and prospective elementary teachers. It covers the study of the basic fundamentals of music: lines and spaces, notes and note values, meter, time signatures, modes, major and minor scales, key signatures, intervals and chords.

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

MUS 14A-D SURVEY OF OPERA

2 Units

Lecture: 2 hours

This course is a critical study of representative operas. Selections will be made from works being performed locally, on radio, television and recordings.

Associate Degree Applicable; CSU, UC

General Education Code: 2

MUS 21A BEGINNING CLASS PIANO

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Group work in developing piano keyboard facility and reading primary level piano music. Opportunity provided for individual attention and in-class performance. Subsequent enrollment in MUS 21B provides the student an opportunity for additional skill and competency development within the subject matter.

Associate Degree Applicable; CSU, UC

General Education Code: 0

MUS 21B INTERMEDIATE/ADVANCED CLASS PIANO

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Group work in developing piano keyboard facility and reading intermediate to advanced level piano music. Opportunity provided for individual attention and in-class performance. Repeating the course will provide additional skills and competency within the subject matter. May be taken for a total of three times.

Prerequisite: MUS 21A or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 0

MUS 22 CLASS VOICE

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course includes beginning, intermediate and advanced instruction in techniques of singing. Problems of tone production, breathing, pitch matching, music rhythms, music vocabulary, internal training and vocal exercises are addressed. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

MUS 25A-D CLASS PERCUSSION

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course includes the fundamentals of snare drum technique and basics of counting. It is designed for non-music majors with no background in reading music or the playing of percussion instruments.

Associate Degree Applicable; CSU, UC
General Education Code: 0

MUS 32 COLLEGE CHORUS

1 Unit

Laboratory: 3 hours rehearsal each week

This course provides students an opportunity to study and perform either one large scale or several short choral works. Rehearsals and public performances are required. Repeating the course provides additional skills and competency within the subject area. May be taken for a total of four times.

Prerequisite: Vocal audition is required to determine eligibility for enrollment
Associate Degree Applicable; CSU, UC
General Education Code: 0

MUS 33A-D SYMPHONIC BAND

1 Unit

Laboratory: 4 hours rehearsal each week

This course is a combination laboratory and performance organization dedicated to acquaint the student with a wide variety of symphonic band musical literature, composers and soloists.

Prerequisite: Audition is required to determine eligibility for enrollment
Associate Degree Applicable; CSU, UC
General Education Code: 0

MUS 34 VOCAL ENSEMBLE

1 Unit

Laboratory: 4 hours rehearsal each week

This course provides students an opportunity to study and perform choral music written for small vocal ensembles. Rehearsals and public performances are required. Repeating the course provides additional skills and competency within the subject area. May be taken for a total of four times.

Prerequisite: Vocal audition is required to determine eligibility for enrollment
Associate Degree Applicable; CSU, UC
General Education Code: 0

MUS 36 OPERA WORKSHOP

2 Units

Laboratory: 6 hours

This course includes beginning, intermediate and advanced instruction in the study of opera score and vocal chorus parts. Students memorize and perform opera scenes and acts, and learn basic stage and operatic stories. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 1

MUS 39A-D CLASS GUITAR

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course covers the fundamentals of guitar technique, with emphasis on right and left hand positioning, fingering and control. Musical examples from the classical repertoire as well as popular song accompaniment will be covered.

Associate Degree Applicable; CSU, UC
General Education Code: 0

MUS 62A-D PERCUSSION ENSEMBLE

1 Unit

Laboratory: 4 hours

In this course the student will study and perform literature originally written for any grouping of percussion instruments.

Prerequisite: Audition is required to determine eligibility for enrollment

Associate Degree Applicable; CSU, UC

General Education Code: 0

MUS 71A-D JAZZ ENSEMBLE

1 Unit

Laboratory: 4 hours rehearsal each week

This course is a combination laboratory and performance organization designed to acquaint the student with a wide variety of jazz and swing compositions, arrangers and soloists.

Prerequisite: Audition is required to determine eligibility for enrollment

Associate Degree Applicable; CSU, UC

General Education Code: 0

MUS 75A-D RECORDING TECHNIQUES

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course includes the study and performance of specifically prepared musical arrangements designed for recording purposes, the technique of multiple recording, click track recording, over-dubbing and microphone usage. The application of these skills to the field of commercials and jingles will also be included. Open to instrumental and vocal students.

Prerequisite: Audition is required to determine eligibility for enrollment

Associate Degree Applicable; CSU

General Education Code: 0

MUS 78A INTRODUCTION TO COMPUTERS AND MUSIC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course is designed as an introduction to the history, theory and practice of electronic music and the development of MIDI (Musical Instrument Digital Interface). Students receive "hands-on" experience using synthesizers, computers and computer music software. Students create original compositions and manipulate existing repertoire using electronic music techniques.

Associate Degree Applicable; CSU

General Education Code: 0

MUS 78B APPLICATIONS OF COMPUTERS AND MUSIC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course provides practical experience in MIDI (Musical Instrument Digital Interface) and its applications, with an emphasis on original composition and audio for multimedia projects. Students receive "hands-on" experience using synthesizers, microphones, audio mixers, audio processors, computers and computer music software. Students construct stylistic multimedia demonstrations like those used in the music, television, film and computer industry. Repeating this course provides additional skills and competency within the subject area. May be taken for a total of three times.

Prerequisite: MUS 78A

Associate Degree Applicable; CSU

General Education Code: 0

MUS 89A-D STAGE BAND

1 Unit

Laboratory: 3 hours

This course is designed as a popular, modern music performing group for a variety of school and community related activities and functions.

Prerequisite: Ability to perform level III-IV swing music

Associate Degree Applicable; CSU, UC

General Education Code: 0

MUS 95A-D ADVANCED VOCAL ENSEMBLE

1 Unit

Laboratory: 3 hours

This course provides an opportunity for advanced study and performances of music literature for small vocal ensembles. Public performances are required.

Prerequisite: MUS 34D

Associate Degree Applicable; CSU, UC

General Education Code: 0

MUS 96 ADVANCED OPERA WORKSHOP

2 Units

Laboratory: 6 hours

This course includes beginning, intermediate and advanced instruction in the study and performance of small operatic roles with a foreign text in acts or full production performance. Students expand acting and movement skills, study operatic period costume and work backstage as makeup crew head. May be taken for a total of four times.

Prerequisite: 8 units of MUS 36

Associate Degree Applicable; CSU, UC

General Education Code: 0

N: NURSING**N 1 BASIC CONCEPTS IN NURSING PRACTICE**

8 Units
Lecture: 4 hours
Laboratory: 12 hours

This course introduces students to the organizing framework of the program and to the nursing process. The focus is on optimum wellness. Basic care concepts and skills common to promoting, maintaining or restoring health are presented in the classroom and practiced in college and clinical laboratories. Care is focused on the needs of medical, surgical and geriatric clients.

Prerequisite: ENG 51, MATH 57, CH 4 or one year high school Chemistry, and Admission to the program

*Associate Degree Applicable; CSU
General Education Code: 0*

N 2 CONCEPTS OF NURSING PRACTICE FOR COMMONLY OCCURRING ALTERATIONS IN HEALTH

9 Units
Lecture: 5 hours
Laboratory: 12 hours

This course builds on concepts introduced in Nursing 1 with emphasis on commonly occurring alterations in health in the medical, surgical, and pediatric client. Students receive lectures on campus and gain clinical skills in both the campus laboratory and in a local hospital.

*Prerequisite: ENG 1A or 3A, BI 22, PSY 1, and N 1
Associate Degree Applicable; CSU
General Education Code: 0*

N 3A CONCEPTS OF NURSING PRACTICE FOR COMPLEX ALTERATIONS IN HEALTH

9 Units
Lecture: 4 hours
Laboratory: 15 hours

This course focuses on promoting, maintaining or restoring health of clients with alterations in psychological functioning or during the childbearing process. Previously learned principles of medical surgical nursing are applied. Clinical experience is provided in psychiatric, obstetrical and medical/surgical settings.

*Prerequisite: BI 23, SOC 4, and N 2
Corequisite: N 3B
Associate Degree Applicable; CSU
General Education Code: 0*

N 3B ISSUES IN NURSING

½ Unit
Lecture: ½ hour

This course introduces the student to the non-clinical aspects of nursing and discusses professional, credentialing, collective bargaining, nursing organizations, and legal, ethical and bioethical issues frequently encountered by the new graduate. This course may be used for continuing education credit.

Prerequisite: N 2 or equivalent

Corequisite: N 3A

*Associate Degree Applicable; CSU
General Education Code: 0*

N 4A CONCEPTS OF NURSING PRACTICE FOR ACUTE COMPLEX ALTERATIONS IN HEALTH

9 Units
Lecture: 4 hours
Laboratory: 15 hours

In this course students gain knowledge and experience with clients whose optimum level of wellness is altered by acute and complex conditions. Experience is provided in medical and surgical units of the hospital and in intensive, critical care, geriatric and emergency departments.

Prerequisite: N 3A, SP 1 or 4 or 5 or 15, and BI 15

Corequisite: N 4B

*Associate Degree Applicable; CSU
General Education Code: 0*

N 4B MANAGEMENT CONCEPTS IN NURSING

½ Unit
Lecture: ½ hour

This course introduces students to beginning management concepts in nursing. Students learn how to organize time, delegate responsibilities, teach and supervise those with lesser educational preparation, and use performance evaluation. Decision-making is emphasized. (Experience in supervision of others will be provided during the clinical portion of N 4A.)

Prerequisite: N 3A and BI 15

Corequisite: N 4A

*Associate Degree Applicable; CSU
General Education Code: 0*

NR: NATURAL RESOURCES**NR 1 CONSERVATION OF NATURAL RESOURCES**

3 Units
Lecture: 3 hours

This environmental science course encompasses a study of general ecological principles including: biological energy relationships, elemental cycles, population dynamics, limiting factors, biotic communities, and natural resources measurements. Environmental issues are examined from an ecological perspective and include such topics as: water quality, air pollution, energy resources, toxic chemicals, and human population growth. Emphases are placed on the effects of environmental problems upon all living organisms, and the role of human beings in reducing their impact on this planet. Suggested for Biological Science General Education Requirements.

Prerequisite: ENG 50 or equivalent
Advisory: Concurrent enrollment in NR 1L
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

NR 1L CONSERVATION OF NATURAL RESOURCES LABORATORY

1 Unit
Laboratory: 3 hours

A laboratory designed to supplement the Conservation of Natural Resources course by providing laboratory and field experiences in environmental subject areas. Suggested for Biological Science General Education Requirements.

Prerequisite: NR 1 or concurrent enrollment
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

NR 2 INTRODUCTION TO FORESTRY

3 Units
Lecture: 3 hours

This course covers the history of forestry and the lumber industry including the forest resource, its management, conservation and utilization. Forestry terminology and the use of basic engineering equipment, along with job opportunities in public and private forestry, wildlife management, and related fields are discussed. Silviculture, dendrology, cruising and scaling are studied.

Prerequisite: ENG 50 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 0

NR 3 INTRODUCTION TO WILDLIFE MANAGEMENT

3 Units
Lecture: 3 hours

This course covers the principles of wildlife biology as related to wildlife management. Students will be introduced to basic skills involved in wildlife conservation, and develop an understanding of the relationships between wildlife, people and outdoor recreation. Subjects to be covered include: basic ecological concepts; population dynamics; wildlife habitats and nutrition; wildlife identification and natural history; field methods; fish and game laws; and career opportunities.

Advisory: NR 1
Associate Degree Applicable; CSU
General Education Code: 0

NR 21 INTRODUCTION TO GIS

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides an overview of GIS (geographic information system) technology. Students utilize computers and learn to apply GIS to relevant areas of interest. Topics covered include applications to: natural resources, landscape architecture, urban planning, fire technology and law enforcement.

Prerequisite: CIS 70A or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

NR 41A NATIVE PLANTS - MOUNTAIN

1 Unit
Lecture: 1 hour

This course is designed to introduce students to the identification of mountain native plants above 4,000 feet. Emphasis is placed on mountain trees and shrubs. Two Saturday field trips are required. Students may choose the credit/no credit grading option.

Associate Degree Applicable; CSU
General Education Code: 0

NR 41B NATIVE PLANTS - DESERT

1 Unit

Lecture: 1 hour

This course is designed to introduce students to the identification of desert native plants in the Coachella Valley and surrounding desert areas. Both annuals and perennials (shrubs and trees) are included, with an emphasis placed on desert annuals when they are available. Two Saturday field trips are required. As weather conditions and corresponding plant species vary significantly from one year to the next, this course may be repeated for credit one time. Students may choose the credit/no credit grading option.

*Associate Degree Applicable; CSU**General Education Code: 0***NR 50 WINTER BIRDS**

1 Unit

Lecture: 1 hour

This course introduces students to the principles and techniques of bird taxonomy. Emphasis is placed upon the identification of birds that winter locally at the Salton Sea. Saturday field trips to the Salton Sea are required. Students may choose the credit/no credit grading option.

*Associate Degree Applicable; CSU**General Education Code: 0***NR 51A MIGRANT BIRDS - FALL**

1 Unit

Lecture: 1 hour

This course introduces students to the principles of bird taxonomy. Emphasis is placed upon the identification of birds that migrate south through our local mountains. Two Saturday field trips are required. Students may choose the credit/no credit grading option.

*Associate Degree Applicable; CSU**General Education Code: 0***NR 51B MIGRANT BIRDS - SPRING**

1 Unit

Lecture: 1 hour

This course introduces students to the principles of bird taxonomy. Emphasis is placed upon the identification of birds that use local desert oases as stopover points during spring migration. Two Saturday field trips to local migrant "traps" are required. Students may choose the credit/no credit grading option.

*Associate Degree Applicable; CSU**General Education Code: 0***OH: ORNAMENTAL HORTICULTURE****OH 1 HORTICULTURE**

3 Units

Lecture: 3 hours

This course offers an opportunity to learn the basic structure and function of plants, their place in the world of human activity and the methods used to manipulate the botanical world to human advantage. Students can expect to be exposed to plant anatomy, morphology and physiology as well as such practical matters as plant propagation, pruning and fertilization. Scientific method and the bases of scientific thinking are introduced, discussed and practiced.

*Prerequisite: ENG 50 or equivalent**Associate Degree Applicable; CSU, UC**General Education Code: 1, 2***OH 1L HORTICULTURE LABORATORY**

1 Unit

Laboratory: 3 hours

This laboratory is the companion of OH 1. It is intended to provide an introduction to some biological science procedures as well as direct experience with horticultural operations. Included are: plant propagation, pruning, anatomy, morphology, taxonomic keys, transplanting and plant use, and pesticides.

*Advisory: Concurrent enrollment or prior completion of OH 1**Associate Degree Applicable; CSU, UC**General Education Code: 1, 2***OH 4 TURFGRASS MANAGEMENT**

2 Units

Lecture: 2 hours

This course introduces the basic turfgrass principles used in the maintenance of turfgrass areas. It covers the major factors in turfgrass management which control the quality of grass. Emphasis is placed on management practices used to produce a good turfgrass area in a desert environment.

*Prerequisite: ENG 50 or equivalent**Associate Degree Applicable; CSU**General Education Code: 0*

OH 4L TURFGRASS MANAGEMENT LABORATORY

1 Unit
Laboratory: 3 hours

This laboratory is intended to supplement the Turfgrass Management course (OH 4) by providing laboratory and field experiences in turfgrass management subject areas.

Prerequisite: OH 4 or concurrent enrollment
Associate Degree Applicable; CSU
General Education Code: 0

OH 5A ORNAMENTAL PLANT IDENTIFICATION

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course first acquaints the student with the principles of plant taxonomy and the descriptive language necessary to discuss plants accurately. It then goes on to introduce 210 species of perennials, interior plants, vines, ground covers, and succulents for California's low elevation deserts. Each plant is covered with respect to its identification, growth habits, culture, use and pests.

Prerequisite: ENG 50 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 0

OH 5B ORNAMENTAL PLANT IDENTIFICATION

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course first acquaints the student with the principles of plant taxonomy and the descriptive language necessary to discuss plants accurately. It then goes on to introduce 210 species of trees and shrubs for California's low elevation deserts. Each plant is covered with respect to its identification, growth habits, culture, use and pests.

Prerequisite: ENG 50 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 0

OH 8 LANDSCAPE MANAGEMENT

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course prepares students to enhance the function and aesthetic value of public and private landscapes by applying appropriate management skills and techniques. Topics include planting, pruning, irrigation, soil fertility,

turf, pest management, weed control, and landscape management business practices.

Advisory: OH 1
Associate Degree Applicable; CSU
General Education Code: 0

OH 9 LANDSCAPE PLANNING AND DESIGN

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is meant for students interested in landscape planning and design, and will cover skills necessary to analyze human use of outdoor spaces and provide design solutions that best fit people into the developed landscape. Emphasis will be placed on residential landscape design and garden making, although commercial properties will be included.

Prerequisite: ENG 50 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

OH 10 ADVANCED LANDSCAPE DESIGN

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is an investigation of human relationships to natural forces, forms and features in the landscape. Analysis of site and client variables, organization of spaces, visual aspects of plan arrangement, circulation, structures in the landscape and microclimate manipulation are considered in depth. Garden design will be approached from both the engineering and fine art perspectives.

Prerequisites: OH 9 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

OH 16 ARBORICULTURE

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course addresses all aspects of tree care. Students learn the morphology, anatomy, and physiology of trees. Topics of discussion are: plant interactions with soil, air, water and micro and macro-organisms; human intervention, including pruning, planting, climbing, fertilization, watering, pest control, vandalism and aesthetics. Class instruction prepares students for the International Arborists Certification.

Advisory: OH 1 or AGPS 5
Associate Degree Applicable; CSU
General Education Code: 0

OH 20 LANDSCAPE CONSTRUCTION

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Landscape drawings and/or blueprints will be analyzed to determine materials and labor in order to submit bids complying with the Landscape Contracting Laws and Regulations. On completion of the above, students will make arrangements for procuring the necessary materials to install and/or supervise the actual installation and completion of the landscape project.

Prerequisite: ENG 50 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

OH 21 LANDSCAPE CONSTRUCTION II

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides exposure to management and administrative skills as well as financial matters and equipment operation. Students study subjects and participate in activities similar to those in OH 20 but at a higher level of competence. On-site design, personnel management as well as other critical thinking and decision making skills are stressed.

Prerequisite: OH 20
Associate Degree Applicable; CSU
General Education Code: 0

OH 24 ADV. TURFGRASS MANAGEMENT

3 Units

Lecture: 3 hours

This course uses the basic principles of turfgrass science learned in the introductory turfgrass management courses; those principles are applied to golf course maintenance procedures. Golf course operational procedures for the desert environment are emphasized.

Prerequisite: OH 4
Associate Degree Applicable; CSU
General Education Code: 0

OH 25 SPECIALIZED TURFGRASS MANAGEMENT

3 Units

Lecture: 3 hours

This is an advanced course intended to expose students to the management techniques used for specialized turfgrass areas such as golf greens, football fields, soccer fields, baseball diamonds, bowling greens, grass tennis courts, polo fields, and turf race tracks. Emphasis will be

placed on design, construction and maintenance. Completion of this course will provide students with the specialized skills required to maintain turfgrass areas often associated with golf course resort complexes.

Prerequisite or Corequisite: OH 24 and AGPS 1
Associate Degree Applicable; CSU
General Education Code: 0

OH 27 TURFGRASS PEST MANAGEMENT

3 Units

Lecture: 3 hours

This course provides current state of the art and science of turfgrass pest management. The course is designed to provide the student with a comprehensive knowledge of disease, insect, and weed pests. Emphasis is placed on how to identify turfgrass pests; plus cultural, chemical, and other control measures designed to keep pest damage to a minimum.

Prerequisite: ENG 50 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

OH 30 LANDSCAPE EQUIPMENT

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course covers principles and practices in the maintenance, operation and selection of equipment and power units used in the horticultural field.

Prerequisite: ENG 50 or equivalent
Associate Degree Applicable; CSU
General Education Code: 0

OH 33 GOLF CAR MAINTENANCE

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Preventive maintenance of golf cars will be studied with an emphasis on batteries and electric switches. Laboratory experience in the maintenance of both electric and gasoline golf cars is included.

Prerequisite: ENG 50 or equivalent
Associate Degree Applicable
General Education Code: 0

OH 34 GOLF COURSE MANAGEMENT

3 Units

Lecture: 3 hours

This course involves the maintenance and operation of golf courses. It includes the study of equipment, scheduling of maintenance, and directing the staff in the maintenance of golf courses. Heavy emphasis is placed in developing a basic understanding of the turfgrass principles required to produce a championship golf course.

Prerequisite: ENG 50 or equivalent; admittance to the Golf Management Program

Associate Degree Applicable; CSU

General Education Code: 0

OH 46 LANDSCAPE IRRIGATION SYSTEMS

2 Units

Lecture: 2 hours

This course provides the students with information necessary to design, install, and maintain landscape irrigation systems. Plan reading, design, materials, equipment, installation, trouble-shooting, and cost estimating are addressed.

Prerequisite: ENG 50 or equivalent; MATH 57 or equivalent

Associate Degree Applicable; CSU

General Education Code: 0

OH 46L LANDSCAPE IRRIGATION SYSTEMS LABORATORY

1 Unit

Laboratory: 3 hours

This laboratory is intended to supplement the Landscape Irrigation Systems course (OH 46) by providing laboratory and field experiences in landscape irrigation subject areas.

Prerequisite: OH 46 or concurrent enrollment

Associate Degree Applicable; CSU

General Education Code: 0

OH 70A-C SPECIAL PROBLEMS

1 Unit (A)/Laboratory: 3 hours

2 Units (B)/Laboratory: 6 hours

3 Units (C)/Laboratory: 9 hours

Supervised placement for experience with nurseries, florists, landscape contractors, golf courses, and other established ornamental horticultural enterprises. Designed to provide experience in the major areas of interest through directed non-reimbursed participation by students majoring in the ornamental horticultural field and closely allied area of employment.

Associate Degree Applicable

General Education Code: 0

PE: PHYSICAL EDUCATION**PE 1 FIRST AID AND SAFETY**

3 Units

Lecture: 3 hours

This course includes theory and practice in immediate and temporary care given in case of accident or sudden illness, until service of a physician can be obtained. Upon successful completion, certificates in first aid and C.P.R. are awarded.

Prerequisite: ENG 50

Associate Degree Applicable; CSU, UC

General Education Code: 0

PE 2 SPORTS OFFICIATING

3 Units

Lecture: 3 hours

This course provides instruction in the qualifications, duties, mechanics, and interpretations of officiating football, basketball, baseball, softball, track & field, cross country, volleyball, soccer, swimming, tennis and golf. Emphasis is on NCAA and California Community College rules.

Prerequisite: ENG 50

Associate Degree Applicable; CSU, UC

General Education Code: 0

PE 5 FOUNDATIONS OF COACHING

3 Units

Lecture: 3 hours

This course introduces the student to the profession of athletic coaching. Emphasis is on a comprehensive approach to the art and science of coaching including developing a coaching philosophy, sport psychology, sport pedagogy, sport physiology, and sport management. Subject matter includes coaching objectives and style, communication skills, principles of reinforcement, motivation, teaching sport skills, principles for training, team management and self-management.

Prerequisite: ENG 50

Associate Degree Applicable; CSU, UC

General Education Code: 0

PE 8 INTRODUCTION TO HEALTH AND PHYSICAL EDUCATION

3 Units
Lecture: 3 hours

This course introduces the student to the professional field of physical education and health as related to the teaching and coaching profession. It brings forward the present curriculum involved with all levels of education, professional organizations, and literature requirements supporting this profession. It includes evaluation of teaching methods, strategies, and skill testing commonly needed by professional physical educators, coaches, and recreation leaders.

Prerequisite: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 15 INTRODUCTION TO CHOREOGRAPHY

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is an introduction to the fundamental elements of choreography and their practical application in creating dance composition. (Equivalent to DANC 10.)

Prerequisite: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 2

PE 43 BADMINTON

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced instruction and practice in the skills, strategies, and rules of singles and doubles badminton. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 44 BASEBALL, FALL

1 Unit
Lecture: ½ hour
Laboratory 1½ hours

This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of baseball. May be taken for a total of four times.

Prerequisite: Varsity baseball player/prospect or coach's permission.
Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 45 BASKETBALL

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced instruction and practice in skills, offensive and defensive strategies, and officiating of basketball. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 46 BIATHLON TRAINING (Running/Powerwalking, Swimming/Water Exercises)

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced biathlon training emphasizing conditioning in both running or powerwalking and swimming or water exercises. Participation in this class improves cardiovascular fitness levels and muscular strength. Students receive instruction in a progressive program as improvement is made. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 47 DANCE, BODY SCULPT AND TONE

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course is an exercise class for all students. It strengthens and tones specific problem areas of muscle weakness in the body. The students tone areas not normally strengthened with dancing or other aerobic exercise activities. By focusing on each specific area of the body, they increase their knowledge of injury prevention. Students also learn the fundamental principles of physical fitness and their impact on life-long health and wellness. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

**PE 48 DANCE, BALLROOM
(Classic & Latin)**

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides the student with an appreciation for the art of ballroom dancing and assists the student in developing skills and techniques consistent with the standards of American Amateur Ballroom Dancing. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 50 DANCE, MODERN

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced instruction in modern dance techniques as a vehicle for creating original movement. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 51 DANCE, AEROBIC

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced instruction in principles, techniques and practices of fundamental movements used in rhythmic activities, basic dance, and exercise conditioning, with special emphasis on aerobics. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 52 DANCE, AEROBIC (Low Impact)

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced instruction in principles, techniques, and practices of fundamental movements used in rhythmic activities, basic dance, and exercise conditioning, with special emphasis on low impact aerobics. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 53 DANCE, MODERN (Jazz)

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced instruction in jazz dance technique emphasizing optimum body placement and improved body mechanics and coordination. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 54 DANCE, STEP AEROBIC

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced instruction in principles, techniques, and practices of aerobic conditioning by means of "step" platforms. Toning and strength exercises may also be used for upper and lower body strengthening. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 55 DANCE, TAP

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced instruction in basic tap dance steps and simple choreography forms for the improvement of coordination and physical conditioning. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 56 DANCE, BALLET

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced instruction in ballet technique, vocabulary, history, current events, and appreciation of ballet as an art form. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 57 FENCING

1 Unit

Lecture: ½ hour

Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced instruction and performance in fencing skills, and bodily development pertinent thereto, in each of the three competitive weapons: the foil, the sabre, and the epee. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

**PE 59 FLEXIBILITY AND AGILITY,
SPORT PERFORMANCE**

1 Unit

Lecture: ½ hour

Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced instruction for students interested in improving "complete" physical strength, muscular endurance, anaerobic endurance and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times.

Prerequisite: Varsity player/prospect or coach's permission

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 60 FOOTBALL CONDITIONING

1 Unit

Lecture: ½ hour

Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced intensive conditioning and preparation for intercollegiate football. May be taken for a total of four times.

Prerequisite: Varsity football player/prospect or coach's permission

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 61 FOOTBALL, SPRING

1 Unit

Lecture: ½ hour

Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced field and classroom preparation for performance oriented students who demonstrate a high degree of skill and interest in intercollegiate football. May be taken for a total of four times.

Prerequisite: Varsity football player/prospect or coach's permission

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 62 GOLF

1 Unit

Lecture: ½ hour

Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of golf. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 63 GOLF: THE SHORT GAME

1 Unit

Lecture: ½ hour

Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of the short game of golf. The emphasis of this course is on golf shots up to 100 yards. May be taken for a total of four times.

Advisory: Some previous golf experience.
Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 64 ADAPTED TENNIS

1 Unit

Lecture: ½ hour

Laboratory: 1½ hours

Tennis for students with disabilities. Offers instruction and practice in adapted skills, strategies, and rules of tennis designed to meet individual needs. May be taken as many times as desired.

Advisory: Designed for students with disabilities
Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 65 ADAPTED PHYSICAL ACTIVITY

1 Unit

Lecture: ½ hour

Laboratory: 1½ hours

This course for students with disabilities emphasizes the development of an individualized weight training and fitness program. Mobility assistants are provided. May be taken as many times as desired.

Advisory: Designed for students with disabilities
Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 66 ADAPTED FITNESS AQUATICS

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course for students with disabilities emphasizes physical fitness, flexibility, and balance through resistance exercises in the water. The pool is four feet deep. Pool lifts and instructional aides are available. May be taken as many times as desired.

Advisory: Designed for students with disabilities
Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 67 ADAPTED GOLF

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides golf instruction and practice that is adapted for students with disabilities. May be taken as many times as desired.

Advisory: Designed for students with disabilities
Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 68 JOGGING, POWERWALKING, & RUNNING

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced instruction in a progressive program of powerwalking and running as applied to health and fitness. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 71 KICKBOXING AEROBICS

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course is an aerobics class providing beginning, intermediate, and advanced instruction in principles, techniques, and practices of aerobic conditioning using the style and choreography of martial arts. Students learn proper body mechanics and footwork involved with the different styles of kicks, punches, blocking, elbows, and knee strikes. These exercises strengthen and condition all of the major muscle groups as well as providing an efficient workout on the cardiovascular system. Students also learn basic fitness principles associated with physical

fitness and the benefits it has on a healthy lifestyle. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 74 PHYSICAL FITNESS, SPORT PERFORMANCE

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides the practical application of kinetic principles of HUMAN GAIT relative to upper and lower body extremity movement. It focuses on increased efficiency in vertical jump, lateral movement, forward and backward linear movement and its effects upon speed development and athletic performance improvement for the beginning, intermediate, and advanced varsity levels. Students are required to participate in vigorous physical activity, and test and measurement procedures. May be taken a total of four times.

Prerequisite: Varsity player/prospect or coach's permission

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 77 SELF-DEFENSE

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides an introduction to practical self-defense. Various aspects of the combined arts that are emphasized include history and philosophy of Asian fighting arts, nature of self-defense (origin-development-function), common sense self-defense, precautionary measures, psychology, physical conditioning, women and special problems, and aesthetic appreciation of form and motion. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 78 SELF-DEFENSE, MARTIAL ARTS

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced instruction in martial arts with an emphasis on physical conditioning, sport, philosophy, and aesthetic appreciation of form and motion. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 79 SOCCER-TOUCH FOOTBALL

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of soccer and touch football. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 80 SOFTBALL

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced instruction and practice in skills, strategies and rules of softball. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 82 SWIMMING

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced instruction and practice in the various swimming techniques. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 86 TENNIS

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced instruction and practice in skills, strategies, and rules of tennis. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 91 VOLLEYBALL

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides beginning, intermediate, and advanced instruction and practice in skills, offensive and defensive strategies, and officiating of volleyball. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 93 WATER FITNESS

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course emphasizes physical fitness and flexibility through resistance exercises in the water. The pool is only 4 feet deep. You do not need to know how to swim. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 94 WELLNESS AND FITNESS

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course is designed to provide instruction on basic fitness activities such as powerwalking, running, aerobics, flexibility, and strength training exercises along with basic fitness principles to support a healthy lifestyle. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 96 WEIGHT TRAINING

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides practical application of kinetic strength training principles for the beginner, intermediate, and advanced participant. Physical development and improvement are attained through the use of resistance machinery, free weight apparatus and other selected physical conditioning methods. May be taken for a total of four times.

Associate Degree Applicable; CSU, UC
General Education Code: 0

PE 97 WEIGHT TRAINING, FOOTBALL

1 Unit
Lecture: ½ hour
Laboratory: 1½ hours

This course provides practical application of kinetic strength training principles for the beginner, intermediate, and advanced varsity football participant/prospect. Physical development and improvement are attained through the use of resistance machinery, free weight apparatus and other selected physical conditioning methods. May be taken for a total of four times.

Prerequisite: Varsity football player/prospect or coach's permission
Associate Degree Applicable; CSU, UC
General Education Code: 0

PH: PHYSICS**PH 1 HOW THINGS WORK
(The Physics of Everyday Life)**

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course is an introduction to basic physical concepts, theories, and principles with emphasis on their practical application. This course includes a hands-on approach to learning where students take apart different everyday objects and determine how they work. The course includes motion and mechanical objects, fluids and heat, electric and magnetic forces, electronics, electromagnetic waves, optics and materials science.

Note: This course is designed for students in general education who need to satisfy a laboratory requirement in the physical sciences and for those in technical programs who need an introduction to physical concepts. A minimum of mathematics is used in presenting the subject matter.

Prerequisite: MATH 50 and ENG 51
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

**PH 2A COLLEGE PHYSICS
(CAN PHYS SEQ A)**

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This is a calculus-based physics course designed for any majors not seeking a degree in engineering or the physical sciences. This course is the first semester of the Physics 2 sequence. Physics 2A covers mechanics, sound, fluids and wave motion.

Note: The Physics 2 sequence satisfies the physics requirement for pre-professional and biology students.

Prerequisite: MATH 1A or concurrent enrollment, and ENG 50
Advisory: ENG 51
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

**PH 2B COLLEGE PHYSICS
(CAN PHYS SEQ A)**

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This is a calculus-based physics course designed for any majors not seeking a degree in engineering or the physical sciences. This course is the second semester of the

Physics 2 sequence. Physics 2B covers electricity, magnetism, heat, optics, and atomic and nuclear physics.

Note: The Physics 2 sequence satisfies the physics requirement for pre-professional and biology students.

Prerequisite: PH 2A
Advisory: MATH 1B
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

PH 4A ENGINEERING PHYSICS

5 Units
Lecture: 4 hours
Laboratory: 3 hours

This is the first semester of the two-semester calculus-based physics sequence for scientists and engineers including those entering the computer fields. Topics include mechanics, fluids, wave motion, sound and special relativity.

Prerequisite: MATH 1A
Advisory: ENG 1A
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

PH 4B ENGINEERING PHYSICS

5 Units
Lecture: 4 hours
Laboratory: 3 hours

This is the second semester of the calculus-based physics sequence for scientists and engineers including those entering the computer fields. Topics include electricity, magnetism, thermodynamics and optics.

Prerequisite: MATH 1B or concurrent enrollment, and PH 4A
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

**PH 5 COMPUTER PROGRAMMING I:
CC++ FOR THE SCIENCES AND
ENGINEERING**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is an introduction to the use of CC++ for the solution of problems in the physical sciences and engineering through the structured implementation of algorithms on digital computers. The course emphasizes good programming principles and the development of substantial programs. It introduces the use of computer-based software development tools and systems. The course includes numerical methods such as histogramming, Monte-Carlo Methods for modeling

experiments, statistical analysis, curve fitting, and numerical algorithms.

Prerequisite: ENG 50 and MATH 10 or MATH 12
Associate Degree Applicable; CSU, UC
General Education Code: 0

**PH 6A ELECTRIC CIRCUITS FOR
ENGINEERING AND SCIENCE**

4 Units
 Lecture: 3 hours
 Laboratory: 3 hours

This course is the first semester of a one year course designed to provide students with a broad knowledge of the theoretical background and experimental application of modern electronic devices and circuitry. The first semester course covers basic electronic concepts, solid state devices such as diodes and transistors and an introduction to basic analog and digital circuit design and analysis emphasizing practical applications including Ohm's Law and Kirchhoff's laws; nodal and loop analysis; analysis of linear circuits; network theorems; transients in RLC circuits; sinusoidal steady-state analysis and application of PSPICE to circuit analysis.

Prerequisite: MATH 1A
Associate Degree Applicable; CSU
General Education Code: 1

PHIL: PHILOSOPHY

**PHIL 6 INTRODUCTION TO PHILOSOPHY
(CAN PHIL 2)**

3 Units
 Lecture: 3 hours

This course surveys the traditional philosophical problems of knowledge, logic, ethics, aesthetics, religion and metaphysics. These problems will be viewed as interrelated dimensions of a struggle to understand the nature and meaning of existence - a struggle which is both collective and individual. Students will confront problems in a way that will stimulate critical thinking and the development of a sound personal philosophy.

Prerequisite: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

PHIL 7 INTRODUCTION TO PHILOSOPHY

3 Units
 Lecture: 3 hours

In this course, students are introduced to the practice of philosophy as revealed through analysis of selected original writings of some of the great philosophers

themselves. Among the topics about which these philosophers write are the nature and existence of God, free will and determinism, skepticism and knowledge, morality, ethics and society, logical positivism, plain language philosophy and existentialism.

Prerequisite: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

**PHIL 8 PHILOSOPHY FROM ANCIENT
TIMES TO RENAISSANCE**

3 Units
 Lecture: 3 hours

This course is a study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based. Focus will be on the ideas and their proponents as viewed within their historical contexts from ancient times to the Renaissance. Emphasis will be placed on those ideas which are as relevant to contemporary life and thought as they were in the past.

Prerequisite: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

**PHIL 9 PHILOSOPHY FROM
RENAISSANCE TO PRESENT**

3 Units
 Lecture: 3 hours

This course is a study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based. Focus will be on the ideas and their proponents as viewed within their historical contexts from the Renaissance to the present. Emphasis will be placed on those ideas which are as relevant to contemporary life and thought as they were in the past.

Prerequisite: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

PHIL 10 GENERAL LOGIC

3 Units
 Lecture: 3 hours

In this course, students are introduced to both deductive and inductive logic. Stress is placed on the principles of sound argumentation and the identification of common formal and informal fallacies. Also emphasized are statistical reasoning and the scientific method.

Prerequisite: ENG 1A, MATH 57
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2

PHIL 11 SYMBOLIC LOGIC

3 Units

Lecture: 3 hours

This course is the study of the methods characteristic of modern formal logic. It includes the symbolic representation of arguments from both truth-functional and predicate logic, the study of validity, the use of truth-tables, truth-trees and other techniques of meaning specification and proof. Computer applications will also be explored.

Prerequisite: ENG 1A, MATH 57
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2

PHIL 12 RELIGIONS OF THE WORLD

3 Units

Lecture: 3 hours

This course is an historical introduction to the world's religious philosophies - Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shinto, Zoroastrianism, Judaism, Christianity and Islam - with an examination of their original writings and subsequent commentaries.

Prerequisite: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

PHIL 13 PERSPECTIVES ON DEATH AND DYING

3 Units

Lecture: 3 hours

In this course, pertinent insights from other cultures, literature, art, law, medicine, psychology, religion and philosophy will be presented, analyzed and critically evaluated. Students are encouraged to develop an understanding of death and dying, terminal illness, and attitudes and practices related to death.

Prerequisite: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

**PHIL 14 INTRODUCTION TO ETHICS
(CAN PHIL 4)**

3 Units

Lecture: 3 hours

This course is a systematic examination of the concepts of right and wrong, as traditionally conceived, and the application of moral values and principles to problems of daily life.

Prerequisite: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

PHIL 15 LOGIC, ARGUMENTATION AND CRITICAL ANALYSIS

3 Units

Lecture: 3 hours

This course provides instruction in logical analysis and synthesis, and the application of these skills to: (1) the critical evaluation of published materials on a wide variety of issues in ethics, politics, religion, science and philosophy; and, (2) the creation of written compositions on these and other similar issues. Both deductive and inductive types of argumentation are studied, including relevant formal and informal fallacies.

Prerequisite: ENG 1A or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2

PS: POLITICAL SCIENCE**PS 1 INTRODUCTION TO GOVERNMENT
(CAN GOVT 2)**

3 Units

Lecture: 3 hours

This course is an introduction to the principles, organization and politics of the National Government of the United States, including the study of State and local government. In considering government at the State level, specific emphasis is given to the government of the State of California. Throughout the course, current issues in American and State politics are stressed.

Prerequisite: ENG 50
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

**PS 2 INTRODUCTION TO
COMPARATIVE GOVERNMENTS**

3 Units

Lecture: 3 hours

This course is a comparative study of constitutional principles, governmental institutions and political problems of selected governments. Particular attention is given to the contemporary problems of established and emerging nations.

Prerequisite: PS 1 or HIST 17 or HIST 18
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

PS 4 INTRODUCTION TO INTERNATIONAL RELATIONS

3 Units
Lecture: 3 hours

This course is an introduction to the nature of political relations among nations, including the basic factors which influence international relations. Emphasis will be placed on an examination of contemporary world politics.

Prerequisite: PS 1 or HIST 17 or HIST 18
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

PS 55A-D PRINCIPLES OF STUDENT LEADERSHIP

2 Units
Lecture: 2 hours

Students will study parliamentary procedures, organizational structure and governance models. They will have opportunities to develop leadership skills, including communication, facilitation, problem solving and conflict resolution through small group communication. (Also listed as, and equivalent to, STDV 55A-D.)

Prerequisite: ENG 50
Associate Degree Applicable; CSU
General Education Code: 0

PSY: PSYCHOLOGY**PSY 1 GENERAL PSYCHOLOGY (CAN PSY 2)**

3 Units
Lecture: 3 hours

This course is an introduction to principles and theories governing animal and human behavior. Topics include developmental psychology, consciousness, psychotropic drugs, learning, motivation, emotion, intelligence, personality, stress, and social psychology, psychotherapy, and psychological disorders.

Prerequisite: ENG 50
Advisory: ENG 51
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

PSY 3 DEVELOPMENTAL PSYCHOLOGY

3 Units
Lecture: 3 hours

This is a life span course that focuses on the behavioral patterns found at each level of normal human development, including the interrelationships of psychological, sociological, cognitive, and physical development from birth to senescence. The implications for both personal development and professional practice are considered.

Prerequisite: ENG 50
Advisory: ENG 51, PSY 1
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

PSY 10 PSYCHOLOGICAL ASPECTS OF MARRIAGE AND FAMILY

3 Units
Lecture: 3 hours

This course is designed to develop the student's repertoire of behavioral skills and an understanding of the principles governing successful marriage and family life. Included are areas such as communication, decision-making, human sexuality, divorce, single parenting, alternative family lifestyles and coping with stress.

Prerequisite: ENG 50
Advisory: ENG 51, PSY 1
Associate Degree Applicable; CSU
General Education Code: 1, 2

PSY 12 HUMAN SEXUALITY

3 Units
Lecture: 3 hours

This course examines the development and practice of human sexuality through exploration of the psychological, social, cognitive, and physiological dimensions of human behavior.

Prerequisite: PSY 1
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2

PSY 20 ADOLESCENT PSYCHOLOGY

3 Units
Lecture: 3 hours

This course is an introduction to both research and theory related to the growth and development of adolescents. Major areas emphasized include physical and psychological growth, adolescents and their families, the influence of peers, youth subcultures, sex roles, sexual behavior, self-image and the impact of society at large. A special emphasis is placed on practical techniques useful to parents and professionals who work with adolescents.

Prerequisite: ENG 50
Advisory: ENG 51, PSY 1
Associate Degree Applicable; CSU
General Education Code: 1, 2

PSY 23 PSYCHOLOGY OF WOMEN

3 Units

Lecture: 3 hours

This course presents an overview of the social and personality development of the female. More specifically, the course examines the physiological and psychological differences characteristic of women, as well as those resulting from gender linked cultural values.

*Advisory: ENG 51**Associate Degree Applicable; CSU, UC**General Education Code: 1, 2, 3***PSY 33 PERSONAL AND SOCIAL ADJUSTMENT**

3 Units

Lecture: 3 hours

This course examines the development of personality and places emphasis upon the problems of adjustment encountered in such areas as school, family, vocation and community. In particular, the course focuses on understanding the causes of frustration and the process of learning adequate methods of coping in problematic situations.

*Prerequisite: PSY 1**Associate Degree Applicable; CSU**General Education Code: 1, 2*

RDG - READING

RDG 1A CRITICAL READING

3 Units

Lecture: 3 hours

This college freshman course focuses on critical reading and thinking. Students will read, analyze, and respond to college level readings of cultural and historical significance.

*Advisory: ENG 51**Associate Degree Applicable; CSU**General Education Code: 0***RDG 45 ADVANCED VOCABULARY**

1 Unit

Laboratory: 3 hours

This is an advanced vocabulary course with an intensive words-in-context approach to vocabulary enrichment. Study of word parts and origins is included. It is designed for individualized study.

*Prerequisite: ENG 51**Associate Degree Applicable**General Education Code: 0***RDG 50 BASIC READING**

3 Units

Lecture: 3 hours

Laboratory: 2 hours

This course is designed to provide extensive study and practice of basic reading skills including vocabulary development, comprehension improvement, and oral reading ability. Students may choose the credit/no credit grading option.

*General Education Code: 0***RDG 51 ANALYTICAL READING**

3 Units

Lecture: 3 hours

This course is for students who have a vocabulary base for college-level reading but need practice in analytical reading and critical thinking skills. The focus of this course is on improving comprehension. Students read college-level selections from different disciplines and content areas.

*Prerequisite: RDG 50 or equivalent**General Education Code: 0***RDG 55 BASIC VOCABULARY**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This is a basic course in vocabulary development which includes direct study of word meanings, familiarity with the dictionary, analysis of word parts, and working with commonly misunderstood words that sound or look alike. Students may choose the credit/no credit grading option.

General Education Code: 0

RE: RECREATION

RE 1 INTRODUCTION TO COMMUNITY RECREATION

3 Units

Lecture: 3 hours

This is a theory course which teaches leadership of recreation activities with emphasis on the social development and integration of individuals into group programs; mechanics of planning, techniques of presentation; and a repertoire of social activities as tools for social recreation. Students actively participate in the planning and production of various intramural and other special events.

*Prerequisite: ENG 50**Associate Degree Applicable; CSU**General Education Code: 0*

RE 2A-D RECREATION FIELD WORK

1 Unit

Lecture: 1 hour

This course gives practical experience to students who are training for careers in the HPER/Athletic area. Class activities include work at various facilities both on and off campus.

Associate Degree Applicable; CSU

General Education Code: 0

RESL: READING ENGLISH AS A SECOND LANGUAGE**RESL 50 ESL READING**

3 Units

Lecture: 3 hours

This course provides students with practice of basic reading skills in preparation for college level courses. Students may choose the credit/no credit grading option.

Advisory: Concurrent enrollment in ESL 50A and/or ESL 50B

General Education Code: 0

RTV: RADIO-TELEVISION**RTV 2 RADIO AND TELEVISION ANNOUNCING**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course offers microphone/broadcast announcing techniques and style for commercial delivery, newscasts, music shows, interviews, public service programs, sports and weather segments. There are also some assignments on writing copy for broadcast-news and commercials. This course is offered every Fall semester.

Associate Degree Applicable; CSU

General Education Code: 0

RTV 3A AUDIO PRODUCTION

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course introduces the techniques, procedures, equipment and devices required to produce audio programs and segments thereof. Actual production experience will be gained through student projects utilizing audio production equipment. This course is offered on an irregular basis.

Associate Degree Applicable; CSU

General Education Code: 0

RTV 3B ADVANCED AUDIO PRODUCTION

3 Units

Lecture: 1 hour

Laboratory: 6 hours

Offered on an irregular basis, this advanced course provides Audio Production for those persons possessing proven skills. The focus will be on program production.

Prerequisite: RTV 3A or equivalent; demonstrated production proficiency

Associate Degree Applicable; CSU

General Education Code: 0

RTV 4A TELEVISION PRODUCTION

3 Units

Lecture: 1 hour

Laboratory: 6 hours

This course introduces the techniques, procedures, equipment and devices required to produce television programs and commercials. Actual program production experience will be gained through student projects utilizing college television studio and field production equipment.

Prerequisite: ENG 50

Associate Degree Applicable; CSU

General Education Code: 0

RTV 4B ADVANCED TELEVISION PRODUCTION

3 Units

Lecture: 1 hour

Laboratory: 6 hours

This is an advanced course in television production for those persons possessing proven television production skills. The focus will be on post production editing.

Prerequisite: RTV 4A or equivalent

Associate Degree Applicable; CSU

General Education Code: 0

RTV 5 RADIO AND TELEVISION WRITING

3 Units

Lecture: 3 hours

This course provides an introduction to the analysis and preparation of radio and television commercials, public service announcements, promotional and dramatic announcements, documentaries, and full-length entertainment scripts. The students develop an understanding of the techniques and elements utilized in script writing. This course is offered every Spring semester.

Advisory: ENG 51

Associate Degree Applicable; CSU

General Education Code: 0

SOC: SOCIOLOGY**SOC 1 INTRODUCTORY SOCIOLOGY
(CAN SOC 2)**

3 Units

Lecture: 3 hours

This course is a survey of the characteristics of social life, the processes of social interaction, and the tools of sociological investigation.

*Prerequisite: ENG 50**Associate Degree Applicable; CSU, UC**General Education Code: 1, 2, 3***SOC 2 SOCIAL PROBLEMS
(CAN SOC 4)**

3 Units

Lecture: 3 hours

An application of sociological principles and concepts in an analysis of the family, religion, education, minorities, crime and delinquency, urban society, industry, and politics. Special attention is given to the interpretation of relevant quantitative data.

*Prerequisite: SOC 1**Associate Degree Applicable; CSU, UC**General Education Code: 1, 2, 3***SOC 3 FUNDAMENTALS OF STATISTICS**

3 Units

Lecture: 3 hours

This course is a study of the fundamental concepts and techniques of statistical analysis which are encountered in all areas of application. Emphasis is placed upon precise mathematical reasoning coupled with a thorough understanding of the rationale underlying the statistical methods employed. The course encompasses both descriptive and inferential concepts and techniques, including the mathematical principles of probability theory and their application to parameter estimation and hypothesis testing. Published reports representative of the many ways in which statistical methods/data are employed in support of specific conclusions are examined with respect to both the appropriateness of their use and interpretation.

*Prerequisite: ENG 51 and MATH 40**Associate Degree Applicable; CSU, UC**General Education Code: 1, 2, 3***SOC 4 SOCIOLOGICAL ANALYSIS AND
CRITICAL THINKING**

3 Units

Lecture: 3 hours

This course provides instruction in the principles of critical analysis and the composition of reasoned, written responses to a variety of social issues. These include issues falling within the scope of sociology, anthropology, economics, education, politics, criminology, biology and the physical sciences. Both deductive and inductive forms of reasoning are studied, including common formal and informal fallacies.

*Prerequisite: ENG 1A and MATH 50**Associate Degree Applicable; CSU, UC**General Education Code: 1, 2, 3***SOC 10 MARRIAGE AND FAMILY: A
SOCIOLOGICAL APPROACH**

3 Units

Lecture: 3 hours

This course is designed to develop the student's repertoire of behavioral skills and an understanding of the principles governing successful marriage and family life. Included are areas such as communication, decision-making, human sexuality, divorce and the single parent, alternative family life styles and coping with stress.

*Prerequisite: SOC 1**Associate Degree Applicable; CSU**General Education Code: 1, 2***SOC 14 MINORITY GROUPS IN THE
AMERICAS**

3 Units

Lecture: 3 hours

This is a comparative study of Native American, Asian, African, and European groups in the Americas as approached from the perspectives of sociology with particular focus on minority group status in contemporary society.

*Prerequisite: ENG 50**Associate Degree Applicable; CSU, UC**General Education Code: 1, 2, 3*

SP: SPEECH**SP 1 INTRODUCTION TO HUMAN COMMUNICATION**

3 Units
Lecture: 3 hours

The course enables students to understand and demonstrate interpersonal communication skills. Students focus on knowledge of communication theories, self-concept, methods of resolving conflict, issues of human perception, non-verbal communication and improvement of listening skills. Significant writing and research assignments are an integral part of the course.

Advisory: ENG 1A
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2

SP 2 ORAL INTERPRETATION OF LITERATURE

3 Units
Lecture: 3 hours

This course encourages student growth in the comprehension, analysis, and evaluation of all major forms of literature, prose, poetry, and drama. The study of literary genres, styles of composition, techniques of characterization, approaches to literary criticism, performance skills, and editing techniques are included. The course provides students an opportunity to synthesize classroom material through performance and presentation.

Advisory: ENG 51
Associate Degree Applicable; CSU, UC
General Education Code: 1

SP 4 PUBLIC SPEAKING (CAN SPCH 4)

3 Units
Lecture: 3 hours

This course emphasizes theory and the practice of basic techniques for successful public communication. Students learn to develop an effective interpersonal style of public communication. Informative, expository, persuasive, extemporaneous, and impromptu forms of speaking are covered.

Advisory: ENG 1A
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

SP 5 GROUP DISCUSSION AND LEADERSHIP

3 Units
Lecture: 3 hours

This course provides students the opportunity to examine and practice the basic principles of group interaction. Students focus on leadership, use of power, physical environment, conflict resolution, conformity, group change and growth.

Advisory: ENG 1A
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2

SP 7 DECISION MAKING/ADVOCACY

3 Units
Lecture: 3 hours

This course focuses on the process of decision making as it relates to attitudes, values and cultural beliefs. The course covers argumentation skills, persuasion, and the effective use of evidence. Students learn these skills through practice and the analysis of media, propaganda, as well as current and historical political speeches.

Advisory: ENG 1A
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2

SP 15 INTERCULTURAL COMMUNICATION

3 Units
Lecture: 3 hours

This course focuses on the communication behaviors and values common to all cultures and on the differences that insulate and divide people of one culture from others. The study leads to a better understanding of domestic traditions, an increased appreciation of the behaviors of others, and an awareness of more effective methods of communication.

Prerequisite: ENG 1A
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

SPAN: SPANISH**SPAN 1 ELEMENTARY SPANISH**

5 Units

Lecture: 5 hours

Laboratory: 1 hour

This course presents the fundamentals of Spanish. Fluency in understanding, speaking, reading, and writing within the context of Hispanic society, history, and culture is emphasized. Completion of SPAN 1A and SPAN 1B is equivalent to SPAN 1.

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

SPAN 1A ELEMENTARY SPANISH

3 Units

Lecture: 3 hours

Laboratory: 1 hour

This course presents the fundamentals of Spanish. Fluency in understanding, speaking, reading, and writing within the context of Hispanic society, history, and culture is emphasized. Completion of SPAN 1A and SPAN 1B is equivalent to SPAN 1.

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

SPAN 1B ELEMENTARY SPANISH

3 Units

Lecture: 3 hours

Laboratory: 1 hour

This course presents the fundamentals of Spanish. Fluency in understanding, speaking, reading, and writing within the context of Hispanic society, history, and culture is emphasized. Completion of SPAN 1A and SPAN 1B is equivalent to SPAN 1.

Prerequisite: SPAN 1A or equivalent

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

SPAN 2 ELEMENTARY SPANISH

5 Units

Lecture: 5 hours

Laboratory: 1 hour

This course builds upon the material presented in SPAN 1 and further develops the conversational skills in confirming and correcting information and using correct response behaviors. Fluency in understanding, speaking, reading and writing within the context of Hispanic society,

history and culture is emphasized. Completion of SPAN 2A and SPAN 2B is equivalent to SPAN 2.

Prerequisite: SPAN 1 or SPAN 1B or equivalent

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

SPAN 2A ELEMENTARY SPANISH

3 Units

Lecture: 3 hours

Laboratory: 1 hour

This course builds upon the material presented in SPAN 1 or SPAN 1B and further develops the conversational skills in confirming and correcting information and using correct response behaviors. Fluency in understanding, speaking, reading and writing within the context of Hispanic society, history and culture is emphasized. Completion of SPAN 2A and SPAN 2B is equivalent to SPAN 2.

Prerequisite: SPAN 1 or SPAN 1B or equivalent

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

SPAN 2B ELEMENTARY SPANISH

3 Units

Lecture: 3 hours

Laboratory: 1 hour

This course builds upon the material presented in SPAN 2A and further develops the conversational skills in confirming and correcting information and using correct response behaviors. Fluency in understanding, speaking, reading and writing within the context of Hispanic society, history and culture is emphasized. Completion of SPAN 2A and SPAN 2B is equivalent to SPAN 2.

Prerequisite: SPAN 2A or equivalent

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

**SPAN 3 INTERMEDIATE SPANISH
(CAN SPAN SEQ B)**

4 Units

Lecture: 4 hours

Laboratory: 1 hour

This course strengthens the students' communication skills in the spoken and written language. Emphasis is on the customs and culture of the Hispanic world. Hispanic literature is introduced.

Prerequisite: SPAN 2 or SPAN 2B or equivalent

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

**SPAN 4 INTERMEDIATE SPANISH
(CAN SPAN SEQ B)**

4 Units
Lecture: 4 hours
Laboratory: 1 hour

This course expands the students' ability to communicate in Spanish. Emphasis is on the discussion of socio-cultural selections and literature of the Hispanic-speaking world.

*Prerequisite: SPAN 3 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3*

SPAN 5 ADVANCED SPANISH

3 Units
Lecture: 3 hours

SPAN 5 is primarily designed for students of advanced Spanish proficiency and pre-Spanish majors as a transition toward upper division college work. Extensive readings in Spanish literature and culture are stressed with emphasis placed on composition and conversation, requiring intensive use of the Spanish language for enrichment of oral and writing abilities.

*Prerequisites: SPAN 4 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3*

SPAN 6 ADVANCED SPANISH

3 Units
Lecture: 3 hours

This course is essentially the same as Spanish 5 with emphasis on Spanish-American literature and culture.

*Prerequisite: SPAN 5 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3*

SPAN 8A-D SPANISH CONVERSATION

3 Units
Lecture: 3 hours

This series of courses emphasizes contextual vocabulary building, and practical conversation topics, current events and cultural materials. Students may choose the credit/no-credit grading option.

*Prerequisite: SPAN 2 or three years high school
Spanish or equivalent; courses need not be taken
in sequence
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2*

**SPAN 10 SPANISH FOR THE BILINGUAL
STUDENT**

3 Units
Lecture: 3 hours

This course covers spelling, punctuation, the written accent, correct usage of verb tenses, proper sentence structure, and diction. Oral and written compositions will be part of the course. It aims to distinguish anglicisms and archaic expressions from standard language. It is designed for the Spanish speaker born in the U.S. who has never had formal instruction in Spanish.

*Associate Degree Applicable; CSU, UC
General Education Code: 1, 2*

**SPAN 11 SPANISH FOR THE BILINGUAL
STUDENT**

3 Units
Lecture: 3 hours

This course is a continuation of Spanish 10. It is designed to improve the communicative skills in Spanish for the bilingual student both orally and in writing and to enhance her/his style of expression. It will include a practical application of all the verb tenses. Written compositions and oral presentations will be the main activities of the course.

*Prerequisite: SPAN 10 or equivalent
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2*

SPAN 40A,B SPANISH CIVILIZATION

3 Units
Lecture: 3 hours

This series of courses offers an introduction to the major currents and characteristics of Spanish culture as expressed through the centuries in literature, art, philosophy, music, and science. The courses are conducted in English and need not be taken in sequence.

*Prerequisite: ENG 51
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3*

STDV: STUDENT DEVELOPMENT**STDV 10 CAREERS IN TEACHING**

1 Unit

Lecture: 1 hour

This course provides students with an overview of the teaching profession. The course surveys the history of the teaching profession, nature of the work, career options, academic preparation, credentialing, and supply and demand for teachers. Career assessments and goal setting principles are utilized to help students formulate an educational plan. Students are required to complete a field based assignment requiring visitation to an approved educational institution. The course is designed for students considering a career in teaching.

*Advisory: ENG 50**Associate Degree Applicable; CSU**General Education Code: 0***STDV 49 CAREER DEVELOPMENT**

½ Unit

Lecture: ½ hour

This course assists students in the process of career decision making. The focus on self assessment and career information provides students with an on-going system for implementation of career goals.

*General Education Code: 0***STDV 50 SKILL DEVELOPMENT AND EDUCATIONAL DECISION MAKING**

1/5 Unit

Lecture: .2 hour

This course provides students with information on and understanding of their abilities and skill development, enabling them to make insightful decisions.

*General Education Code: 0***STDV 51A COLLEGE SURVIVAL SKILLS**

2 Units

Lecture: 2 hours

This course helps students develop effective techniques for advising their peers to gain accurate and more extensive knowledge of the opportunities available to COD students. Students learn college survival skills in addition to referral resources. Students also learn skills to serve as peer advisors.

*General Education Code: 0***STDV 52 RE-ENTRY ORIENTATION**

2 Units

Lecture: 2 hours

This course assists the re-entry students in developing positive attitudes towards personal growth. Students also learn to make a successful transition to the community college.

*General Education Code: 0***STDV 53 STRATEGIES FOR COLLEGE TRANSFER**

1 Unit

Lecture: 1 hour

This course provides students with a concrete plan for understanding and succeeding in transferring to a four-year college or university. Topics include the following: identifying long-term educational and career goals, selecting a transfer institution and completing applications for transfer admission.

*Prerequisite: ENG 50**General Education Code: 0***STDV 54 HUMAN POTENTIAL SEMINAR**

1 Unit

Lecture: 1 hour

This course assists students in improving self-esteem. Students learn specific techniques to overcome self-defeating behaviors. Topics include becoming more effective at self affirmation, self motivation, self determination, and learning to be empathetic.

*General Education Code: 0***STDV 55A-D PRINCIPLES OF STUDENT LEADERSHIP**

2 Units

Lecture: 2 hours

Students will study parliamentary procedures, organizational structure and governance models. They will have opportunities to develop leadership skills, including communication, facilitation, problem solving and conflict resolution through small group communication. (Also listed as, and equivalent to, PS 55A-D.)

*Prerequisite: ENG 50**Associate Degree Applicable; CSU**General Education Code: 0*

STDV 60 COLLEGE SUCCESS SKILLS

1 Unit

Lecture: 1 hour

This course introduces first-time college students to the information and skills necessary for success in college. Course topics include an overview of higher education, college enrollment procedures and policies, student support services, study skills and an introduction to transfer and career development. Students develop realistic educational plans consistent with their educational goals.

General Education Code: 0

STDV 60A ORIENTATION TO COLLEGE

½ Unit

Lecture: ½ hour

This is a course to assist the first-time college student. It includes college enrollment procedures, development of basic educational survival skills, help in interpretation of College of the Desert Assessment Test, and help in formulating a realistic long-range educational plan.

General Education Code: 0

STDV 62 INTRODUCTION TO SCHOLARSHIPS

1½ Units

Lecture: 1 hour

Laboratory: 1½ hours

This course introduces students to books, software and Internet sites that offer scholarships. Instruction is given on writing a personal statement, developing a scholarship résumé, requesting materials and letters of recommendation, completing application forms and creating appropriate thank you letters. Students are guided on setting up a system of organization of materials. Students may choose the credit/no credit grading option.

Advisory: Basic knowledge of the Internet, basic word-processing

General Education Code: 0

STDV 65 FOUNDATIONS OF COLLEGE SUCCESS

3 Units

Lecture: 3 hours

This course provides in-depth exploration of information and skills necessary for success in college. Course topics include self assessment and goal setting, study skills in math, reading and writing, time management and financial planning. Students develop realistic educational plans consistent with their educational goals.

General Education Code: 0

TA: THEATRE ARTS**TA 1 INTRODUCTION TO THEATRE**

3 Units

Lecture: 3 hours

This course is designed as a general survey of the history, theory and practice of theatre art from its origins to the present time. The study includes elements of drama, historic structures of the theatre, characteristic types of plays, the contribution of the director, actors, designers, and contemporary production techniques.

Advisory: ENG 50

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2, 3

TA 2A ACTING I

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course provides basic instruction in the skills by which actors develop awareness of their senses, relationship to the world around them, and responsibility to the art form. Exercises focus on developing awareness of one's values and feelings.

Advisory: ENG 50

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2

TA 2B ACTING I

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course continues the progression of skill levels by which actors develop awareness of their senses, relationship to the world around them, and responsibility to the art form. Exercises focus on translating these values into characterization.

Prerequisite: TA 2A

Associate Degree Applicable; CSU, UC

General Education Code: 1, 2

TA 3A ACTING II

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course is designed to develop actors' artistic skills in character study, script breakdown and styles. Styles to be analyzed and executed include Realistic, Naturalistic, Shakespearean, Chekhovian, Brechtian, Romantic, poetic and Restoration.

Prerequisite: TA 2B or instructor's consent

Associate Degree Applicable; CSU, UC

General Education Code: 0

TA 3B ACTING II

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course is designed to continue the development of actors' artistic skills in character study, script breakdown and styles. Styles to be analyzed and executed include Realistic, Naturalistic, Shakespearean, Chekhovian, Brechtian, Romantic, poetic and Restoration.

*Prerequisite: TA 3A**Associate Degree Applicable; CSU, UC**General Education Code: 0***TA 8 THEATRE GRAPHICS**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course is an exploration of the various visual methods used by scenic, costume and lighting designers to communicate their design visions to craftspeople and technicians. Subjects covered include basic theatre concepts, perspective sketching, drafting, CAD, and color theory through both lectures and laboratory projects.

*Associate Degree Applicable; CSU, UC**General Education Code: 1, 2***TA 9 STAGECRAFT**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course offers the student an introduction to the art of stage scenery and theatrical properties. The course deals with the techniques of construction and organizational process, the group dynamic and the understanding of good stage scenery and/or theatrical property.

*Associate Degree Applicable; CSU, UC**General Education Code: 0***TA 10 ENTERTAINMENT DESIGN**

3 Units

Lecture: 3 hours

An introductory survey of scenic, lighting, sound, costume and make-up design for theatre, film and television. Through exercises, lectures, video presentations and on-site visits, students explore the design process, the influence of design on the viewer, historic and contemporary trends in design and how "looks" are achieved in different media.

*Advisory: ENG 50**Associate Degree Applicable; CSU**General Education Code: 1***TA 20A-D PLAY PRODUCTION - ACTING**

1 Unit

Laboratory: 3 hours

This course involves participation in a specific area of acting in a faculty directed stage production. The style and artistic discipline will vary drastically with each production. It is designed to give the student practical application of acting skills and actual performance experience.

*Associate Degree Applicable; CSU, UC**General Education Code: 0***TA 21A-D PLAY PRODUCTION - ACTING**

2 Units

Laboratory: 6 hours

This course involves participation in a specific area of acting in a faculty directed stage production. The style and artistic discipline will vary drastically with each production. It gives the student practical application of acting skills and actual performance experience.

*Associate Degree Applicable; CSU, UC**General Education Code: 0***TA 22A-D PLAY PRODUCTION - ACTING**

3 Units

Laboratory: 9 hours

This course involves participation in a specific area of acting in a faculty directed stage production. The style and artistic discipline will vary drastically with each production. It gives the student practical application of acting skills and actual performance experience.

*Associate Degree Applicable; CSU, UC**General Education Code: 0***TA 24A-D PLAY PRODUCTION - DANCE**

1 Unit

Laboratory: 3 hours

This course includes practical training in Jazz, Ballet and Modern Dance for stage performance, as well as basic theory and application of various choreographic techniques. It also includes an arranged laboratory involving participation in theatre-dance productions.

*Associate Degree Applicable; CSU, UC**General Education Code: 0***TA 25A-D PLAY PRODUCTION - DANCE**

2 Units

Laboratory: 6 hours

This course includes practical training in Jazz, Ballet and Modern Dance for stage performance, as well as basic theory and application of various choreographic

techniques. It also includes an arranged laboratory involving participation in theatre-dance productions.

Associate Degree Applicable; CSU, UC
General Education Code: 0

TA 26A-D PLAY PRODUCTION - DANCE

3 Units
Laboratory: 9 hours

This course includes practical training in Jazz, Ballet and Modern Dance for stage performance, as well as basic theory and application of various choreographic techniques. It also includes an arranged laboratory involving participation in theatre-dance productions.

Associate Degree Applicable; CSU, UC
General Education Code: 0

TA 30A-D PLAY PRODUCTION - TECHNICAL

1 Unit
Laboratory: 3 hours

This course permits progressive participation and instruction in technical play production. Students will have hands-on experience in execution of technical roles for actual productions, such as sets, props, or scene painting, as well as instruction in the various tools, skills, and techniques used in contemporary theatre. This course may be repeated to accumulate not more than four units.

Associate Degree Applicable; CSU, UC
General Education Code: 0

TA 31A-D PLAY PRODUCTION - TECHNICAL

2 Units
Laboratory: 6 hours

This course permits progressive participation and instruction in technical play production. Students will have hands-on experience in execution of technical roles for actual productions, such as sets, props, or scene painting, as well as instruction in the various tools, skills, and techniques used in contemporary theatre. This course may be repeated to accumulate not more than four units.

Associate Degree Applicable; CSU, UC
General Education Code: 0

TA 32A-D PLAY PRODUCTION - TECHNICAL

3 Units
Laboratory: 9 hours

This course permits progressive participation and instruction in technical play production. Students will have hands-on experience in execution of technical roles for actual productions, such as sets, props, or scene painting, as well as instruction in the various tools, skills, and techniques used in contemporary theatre. This course may be repeated to accumulate not more than four units.

Associate Degree Applicable; CSU, UC
General Education Code: 1

TA 42A THEATRE COSTUMING

3 Units
Laboratory: 9 hours

This course is structured to teach the principles of design and construction of theatrical costume. Requirements include the construction of costumes for specific theatre productions.

Associate Degree Applicable; CSU, UC
General Education Code: 0

TA 50A-D THEATRE DANCE

1 Unit
Laboratory: 3 hours

This course is designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. It includes exposure to acting areas, as the director of the actual production sees fit; and both technical and dancing areas, as instructed by the choreographer. Emphasis is on rehearsal techniques and "polishing" production dance numbers.

Prerequisite: Audition is required to determine eligibility for enrollment
Associate Degree Applicable; CSU, UC
General Education Code: 0

TA 51A-D THEATRE DANCE

2 Units
Laboratory: 6 hours

This course is designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. It includes exposure to acting areas, as the director of the actual production sees fit; and both technical and dancing areas, as instructed by the choreographer. Emphasis is on rehearsal techniques and "polishing" production dance numbers.

Prerequisite: Audition is required to determine eligibility for enrollment
Associate Degree Applicable; CSU, UC
General Education Code: 0

TA 60A SCENE DESIGN I

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is designed to introduce the principles of scenic design and training in basic graphics skills. Experimentation with personal style and creativity will be emphasized. Use of recent technology for scene construction is also examined.

Prerequisite: TA 9 or instructor's consent
Associate Degree Applicable; CSU, UC
General Education Code: 0

TA 61A SCENE DESIGN II

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is designed to introduce the principles of scenic design and training in basic graphics skills. Experimentation with personal style and creativity will be emphasized. Use of recent technology for scene construction is also examined.

Prerequisite: TA 9 or instructor's consent
Associate Degree Applicable; CSU, UC
General Education Code: 0

TA 62 THEATRE LIGHTING

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course introduces students to the principles, theories, and practices of stage lighting design and implementation. Course work includes arranged laboratory involving practical application of theory into mainstage and workshop theatre productions.

Prerequisites: TA 9 or instructor's consent
Associate Degree Applicable; CSU, UC
General Education Code: 0

TA 69A DRAMATIC LITERATURE

3 Units
Lecture: 3 hours

This course presents a survey of the masterworks of the theater from the Greek classics to the Nineteenth Century. Students read and analyze the various elements of the plays in relation to their cultural background.

Prerequisite: ENG 50
Advisory: ENG 51
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

TA 69B DRAMATIC LITERATURE

3 Units
Lecture: 3 hours

This course presents a survey of the masterworks of the theater from the Nineteenth Century to the present. Students read and analyze the various elements of the plays in relation to their cultural background.

Prerequisite: ENG 50
Advisory: TA 69A
Associate Degree Applicable; CSU, UC
General Education Code: 1, 2, 3

TA 70A,B THEATRE SOUND

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is designed as an overview of the basic principles of sound design and use of sound equipment. Students will be involved with the practical application of sound theory for theatre productions.

Prerequisite: TA 9 or instructor's consent
Associate Degree Applicable; CSU, UC
General Education Code: 0

TA 71A,B SCENE PAINTING

1 Unit
Laboratory: 3 hours

This course is designed to introduce the student to both the theories and applications of scene painting. Scene painting is the craft which supplies the final application of paint and detailed design concept to a theatrical set. It includes individual student projects as well as participation in college-sponsored theatre productions. This course examines painting techniques and color relationships.

Prerequisite: TA 9 or instructor's consent
Associate Degree Applicable; CSU, UC
General Education Code: 0

TA 72A,B SCENE PAINTING

2 Units
Laboratory: 6 hours

This course is designed to introduce the student to both the theories and applications of scene painting. Scene painting is the craft which supplies the final application of paint and detailed design concept to a theatrical set. It includes individual student projects as well as participation in college-sponsored theatre productions. This course examines painting techniques and color relationships.

Prerequisite: TA 9 or instructor's consent
Associate Degree Applicable; CSU, UC
General Education Code: 0

TA 80A THEATRE MAKE-UP

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course teaches the basic principles and components of theatrical make-up and executes the learned skills in a laboratory atmosphere utilizing current and correct sanitation rules and regulations. Students explore a variety of different technical applications. Students learn

facial anatomy and its relationship to make-up color terminology, the relationship of color and how to establish and create a "morgue." Other topics include pre- and post-production responsibilities of a make-up designer/artist and the different types of theatres and their relationship to the art of make-up.

Associate Degree Applicable; CSU, UC
General Education Code: 0

TA 80B THEATRE MAKE-UP

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course continues intermediate principles and components of theatrical make-up including techniques of eliminating cross contamination in accordance with state rules and regulations. Students are introduced to basic special effects including the process of building and creating basic appliances. The principles of chiaroscuro relating to character analysis, lighting, color gel, and plots are researched. Photo/video portfolios are created. High fashion photographic make-up, techniques for print/editorial, and avant-garde make-up techniques are introduced.

Prerequisite: TA 80A
Associate Degree Applicable; CSU, UC
General Education Code: 0

TA 80C THEATRE MAKE-UP

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course continues advanced principles and components of theatrical make-up with an emphasis on specific effects using latex and gelatin. Students are introduced to 3-dimensional make-up both handpainted and appliance make-up and develop appropriate color palettes relating to the color wheel, research color theory of skin tone, character analysis and individual palette, and learn the correct applications. Students develop appropriate skills in aging using latex and gelatin or advanced skills in beard and mustache hair work. Blood tubing and rigging effects are introduced.

Prerequisite: TA 80B
Associate Degree Applicable; CSU, UC
General Education Code: 0

TA 80D THEATRE MAKE-UP

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course specializes in face and body casting, masks, sculpting small and large appliances and the complete

prosthetic process. Students develop individual portfolios as well as research the new fields of camouflage, paramedical make-up, and diversified ethnic make-up.

Prerequisite: TA 80C
Associate Degree Applicable; CSU, UC
General Education Code: 0

TA 81A-D CHILDREN'S THEATRE

1 Unit
Laboratory: 3 hours

This course is designed to introduce students to the academic and practical techniques involved in performing for young people. All students in the course will be required to participate in some way in the production: lighting, costumes, sets, sound, or acting.

Associate Degree Applicable; CSU
General Education Code: 0

TA 82A-D CHILDREN'S THEATRE

2 Units
Laboratory: 6 hours

This course is designed to introduce students to the academic and practical techniques involved in performing for young people. All students in the course will be required to participate in some way in the production: lighting, costumes, sets, sound, or acting.

Associate Degree Applicable; CSU
General Education Code: 0

TA 90A-D MUSICAL THEATRE WORKSHOP

1 Unit
Laboratory: 3 hours

This course serves to introduce the staging styles of contemporary music and Broadway musicals. Students will be exposed to the complete creative concept through execution in all three areas of musical theatre: acting, choreography, and music. Individual coaching is also provided in dance, singing, and acting.

Associate Degree Applicable; CSU, UC
General Education Code: 0

TA 91A-D MUSICAL THEATRE WORKSHOP

2 Units
Laboratory: 6 hours

This course serves to introduce the staging styles of contemporary music and Broadway musicals. Students will be exposed to the complete creative concept through execution in all three areas of musical theatre: acting, choreography, and music. Individual coaching is also provided in dance, singing, and acting.

Associate Degree Applicable; CSU, UC
General Education Code: 0



*Nursing graduates applaud the day --
and each other.*

TA 92A-D MUSICAL THEATRE WORKSHOP

3 Units

Laboratory: 9 hours

This course serves to introduce the staging styles of contemporary music and Broadway musicals. Students will be exposed to the complete creative concept through execution in all three areas of musical theatre: acting, choreography, and music. Individual coaching is also provided in dance, singing, and acting.

*Associate Degree Applicable; CSU, UC
General Education Code: 0*

TA 94A-D ADVANCED MUSICAL THEATRE

1 Unit

Laboratory: 3 hours

This course provides the student with advanced development and refinement of the theatrical techniques of Musical Theatre including singing, dancing and acting. Stage presence and performance techniques are stressed. It includes participation in Musical Theatre productions.

*Prerequisite: TA 91 or instructor's consent
Associate Degree Applicable; CSU, UC
General Education Code: 0*

TA 95A-D ADVANCED MUSICAL THEATRE

2 Units

Laboratory: 6 hours

This course provides the student with advanced development and refinement of the theatrical techniques of Musical Theatre including singing, dancing and acting. Stage presence and performance techniques are stressed. It includes participation in Musical Theatre productions.

*Prerequisite: TA 91 or instructor's consent
Associate Degree Applicable; CSU, UC
General Education Code: 0*

TA 96A-D ADVANCED MUSICAL THEATRE

3 Units

Laboratory: 9 hours

This course provides the student with advanced development and refinement of the theatrical techniques of Musical Theatre including singing, dancing and acting. Stage presence and performance techniques are stressed. It includes participation in Musical Theatre productions.

*Prerequisite: TA 91 or instructor's consent
Associate Degree Applicable; CSU, UC
General Education Code: 0*

VN: VOCATIONAL NURSING**VN 1 VOCATIONAL NURSING I**

5 Units

Lecture: 5 hours

This course introduces concepts related to the role of the vocational nurse, basic legal and ethical considerations, and communication and confidentiality. Using a nursing process format, the basic skills that maintain optimum wellness are presented. A foundation in normal growth and development and nutrition are included with an emphasis on the special needs and health care concerns of the geriatric client. Students are introduced to alterations in the integumentary system.

Prerequisite: ENG 51, HS 62, Admission to the program

Corequisite: VN 1L and HS 65, if HS 65 not previously completed

Associate Degree Applicable

General Education Code: 0

VN 1L VOCATIONAL NURSING I LAB

4 Units

Laboratory: 12 hours

This course provides an opportunity for the practice and application of skills needed to meet the geriatric clients' basic needs and the maintenance of optimum wellness. Students care for clients with common alterations in the function of the integumentary system. Learning experiences are provided in the on-campus lab and in the skilled nursing facilities. Emphasis is placed on introduction to the nursing process and client assessment. Students receive a credit/no credit grade mark.

Prerequisite: HS 62, Admission to the program

Corequisite: VN 1 and HS 65, if HS 65 not previously completed

Associate Degree Applicable

General Education Code: 0

VN 2 VOCATIONAL NURSING II

9 Units

Lecture: 9 hours

Building on the concepts presented in VN 1, this course discusses content related to alteration in function of the musculoskeletal, respiratory, cardiac, peripheral-vascular, endocrine, upper and lower gastrointestinal, urinary, reproductive, and sensory/neurological systems, including cerebral vascular alterations. Students are also presented information related to the client with alterations in function related to surgery.

Prerequisite: HS 65, VN 1 and VN 1L

Corequisite: VN 2L and PSY 1, if PSY 1 not previously completed

Associate Degree Applicable

General Education Code: 0

VN 2L VOCATIONAL NURSING II LAB

7 Units

Laboratory: 21 hours

This course provides opportunity to care for clients with alterations in the function of the musculoskeletal, respiratory, cardiac, peripheral-vascular, endocrine, upper and lower gastrointestinal, urinary, reproductive, and sensory/neurological systems, including cerebral vascular alterations. Students also care for clients with alterations in function related to surgery. Emphasis is placed on the nursing process and on client assessment. Students receive a credit/no credit grade mark.

Prerequisite: HS 65, VN 1 and VN 1L

Corequisite: VN 2 and PSY 1, if PSY 1 not previously completed

Associate Degree Applicable

General Education Code: 0

VN 3 VOCATIONAL NURSING III

9 Units

Lecture: 9 hours

A continuation of VN I and II, this course introduces concepts of leadership and management in vocational nursing. Students learn the care of clients maintaining health during child bearing, care of the hospitalized child, and care required by clients with alteration in the function of the immunological system and those experiencing abnormal cell growth. Acute alterations of all systems are reviewed with emphasis on the pediatric client.

Prerequisite: PSY 1, VN 2 and VN 2L

Corequisite: VN 3L

Associate Degree Applicable

General Education Code: 0

VN 3L VOCATIONAL NURSING III LAB

7 Units

Laboratory: 21 hours

This course provides opportunity to practice basic skills in leadership and management and to care for clients maintaining health during child bearing. Students also care for the hospitalized child and clients with alteration of function of the immunological system, those experiencing abnormal cell growth, and clients of all ages with acute alterations of all systems. Students receive a credit/no credit grade mark.

Prerequisite: PSY 1, VN 2 and VN 2L

Corequisite: VN 3

Associate Degree Applicable

General Education Code: 0

VSM: VARSITY SPORTS-MEN**VSM 11 VARSITY BASEBALL - MEN**

3 Units
10 hours plus games

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. It may be repeated once.

*Prerequisite: Successful tryout
Associate Degree Applicable; CSU, UC
General Education Code: 0*

VSM 14 VARSITY BASKETBALL - MEN

1½ Units
5 hours plus games

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. It may be taken for a total of four times.

*Prerequisite: Successful tryout
Associate Degree Applicable; CSU, UC
General Education Code: 0*

VSM 22 VARSITY CROSS COUNTRY - MEN

3 Units
10 hours plus meets

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. It may be repeated once.

*Prerequisite: Successful tryout
Associate Degree Applicable; CSU, UC
General Education Code: 0*

VSM 33 VARSITY FOOTBALL - MEN

3 Units
10 hours plus games

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. It may be repeated once.

*Prerequisite: Successful tryout
Associate Degree Applicable; CSU, UC
General Education Code: 0*

VSM 40 VARSITY GOLF - MEN

3 Units
10 hours plus matches

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. It may be repeated once.

*Prerequisite: Successful tryout
Associate Degree Applicable; CSU, UC
General Education Code: 0*

VSM 53 VARSITY SOCCER - MEN

3 Units
10 hours plus games

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. It may be repeated once.

*Prerequisite: Successful tryout
Associate Degree Applicable; CSU, UC
General Education Code: 0*

VSM 64 VARSITY TENNIS - MEN

3 Units
10 hours plus matches

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. It may be repeated once.

*Prerequisite: Successful tryout
Associate Degree Applicable; CSU, UC
General Education Code: 0*

VSW: VARSITY SPORTS-WOMEN**VSW 15 VARSITY BASKETBALL - WOMEN**

1½ Units
5 hours plus games

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. It may be taken for a total of four times.

*Prerequisite: Successful tryout
Associate Degree Applicable; CSU, UC
General Education Code: 0*

VSW 23 VARSITY CROSS COUNTRY - WOMEN

3 Units
10 hours plus meets

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. It may be repeated once.

*Prerequisite: Successful tryout
Associate Degree Applicable; CSU, UC
General Education Code: 0*

VSW 41 VARSITY GOLF - WOMEN

3 Units
10 hours plus matches

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. It may be repeated once.

*Prerequisite: Successful tryout
Associate Degree Applicable; CSU, UC
General Education Code: 0*

VSW 54 VARSITY SOCCER - WOMEN

3 Units
10 hours plus matches

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. It may be repeated once.

Prerequisite: Successful tryout
Associate Degree Applicable; CSU
General Education Code: 0

VSW 57 VARSITY SOFTBALL - WOMEN

3 Units
10 hours plus games

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. It may be repeated once.

Prerequisite: Successful tryout
Associate Degree Applicable; CSU, UC
General Education Code: 0

VSW 65 VARSITY TENNIS - WOMEN

3 Units
10 hours plus matches

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. It may be repeated once.

Prerequisite: Successful tryout
Associate Degree Applicable; CSU, UC
General Education Code: 0

VSW 74 VARSITY VOLLEYBALL - WOMEN

3 Units
10 hours plus matches

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. It may be repeated once.

Prerequisite: Successful tryout
Associate Degree Applicable; CSU, UC
General Education Code: 0

WEG: WORK EXPERIENCE/GENERAL**WEG 94 CAREER DEVELOPMENT PRINCIPLES**

1 Unit
Lecture: 1 hour

This course assists students with basic methods of career decision making. Students learn techniques to become productive employees and to explore their career potential through self-assessment and career information.

General Education Code: 0

WEG 95A-C WORK EXPERIENCE, GENERAL

1-3 Units
Lecture: 1-3 hours

This work experience course of supervised employment is designed to assist students to acquire desirable work habits, attitudes and skills so as to enable them to become productive employees. This course also provides students with career awareness for jobs. The course may serve as a preparatory program for later participation in occupational work experience. Credit may be accrued at the rate of one to three units per semester, for a maximum of six units. This type of work experience is available to students whose jobs are not related to their college major.

Corequisite: Must be enrolled in 7 or more units of credit including work experience
Associate Degree Applicable; CSU
General Education Code: 0

WEV: WORK EXPERIENCE/OCCUPATIONAL**WEV 94 CAREER PLANNING PRINCIPLES**

1 Unit
Lecture: 1 hour

This course assists students with basic strategies for successful employment. Students explore their career potential through self-assessment and career information. Strategies to enhance students' employment success include job search, completing applications, preparing resumes, and interview techniques.

General Education Code: 0

WEV 95A-D WORK EXPERIENCE, OCCUPATIONAL

1-4 Units
Lecture: 1-4 hours

This occupational work experience course of supervised employment is designed to assist students to acquire desirable work habits, attitudes and skills so as to enable them to become productive employees. This course also provides students with career awareness for jobs and may be required as an internship in a vocational program of study. Credit may be accrued at the rate of one to four units per semester for a maximum of sixteen units. This type of work experience is available to students who are either volunteers or employees in occupational fields related to their college major.

Corequisite: Must be enrolled in 7 or more units of credit including work experience
Associate Degree Applicable; CSU
General Education Code: 0

ANNOUNCEMENT OF FACULTY AND ADMINISTRATION

DAVID ACQUISTAPACE (1999)

Assistant Professor, Digital Design and Production
B.A. 1978, Biola College
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Ed.D., 1989, University of Arkansas

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M.A. 1992, California State University, Los Angeles

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B.V.E. 1988, California State University,
San Bernardino
M.A. 1989, California State University,
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M.A. 1970, University of Florida, Gainesville

BRYAN R. BURRAGE (1973)

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A.B. 1956, University of Kansas
M.S. 1966, San Diego State University
Ph.D. 1972, University of Stellenbosch, Cape
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Counselor/Student Support Services
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M.P.A. 1982, California State University, Hayward

ROBBIE CERTAIN (2000)

CalWORKs Work Experience/Case
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B.S. 1981, The University of the State of
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M.B.A. 1985, Golden Gate University, California

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Diploma, 1954, Ecole Superieure des
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Contract Education Coordinator
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M.P.A. 1969, Syracuse University, New York
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B.A. 1968, John Carroll University, Ohio
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L. THOMAS GILLMAN (1989)

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Coordinator, Virtual Valley Center

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M.A. 1982, Harvard University, Graduate School
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Ph.D. 1988, University of Southern California

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M.A. 1988, University of California, Irvine

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RUTH M. NOLAN (1999)

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M.A. 1978, Goddard College Institute for Social Ecology, Vermont

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Associate Professor, Special Education
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B.S. 1968, Edinboro State College, Pennsylvania
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ROSEMARY ORTEGA (1972)

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REYNALDO F. ORTIZ (1978)

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Professor, Business
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B.S. 1972, California State University, Hayward
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J.D. 1981, University of Laverne, California

DIANE NORTHROP RAMIREZ (1974)

Chief Student Services Officer/
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RICHARD W. RAWNSLEY (1999)

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MICHELLE A. RICHARDS (2000)

Cooperative Work Experience Coordinator
B.S. 1990, Oregon State University
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DARLENE ROMANO-SPARKS (1988)

Associate Dean of Instruction
B.M. 1970, San Francisco State University
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BRETT ROMER (1964)

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Professor, Physics and Mathematics
Coordinator, Summer Sessions
B.S. 1963, New Mexico Highlands University
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DAVID WILSON SALTER (1975)

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Superintendent/President
B.A. 1968, California State University, Los Angeles
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Ed.D. 1981, Pepperdine University

JOSE SIMO (2000)

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B.S. 1989, Franciscan University of Steubenville,
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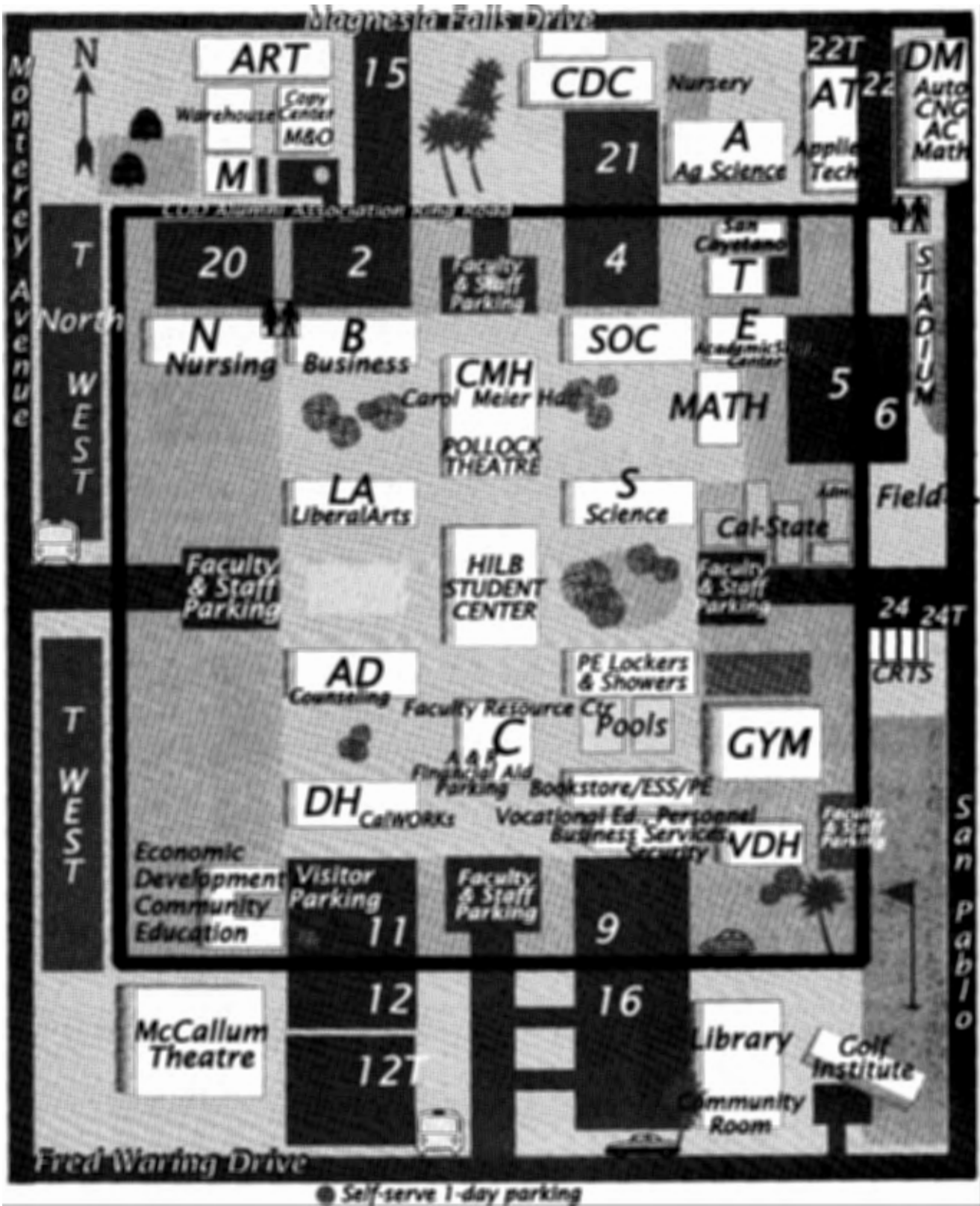
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POLICY STATEMENTS INDEX

For complete policy procedures, refer to the policies manual in the Admissions and Records or Counseling offices. The catalog page numbers indicate that the college policy is included, in whole or in part, or has been summarized, in this catalog edition.

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DESERT COMMUNITY COLLEGE DISTRICT

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COLLEGE OF THE DESERT

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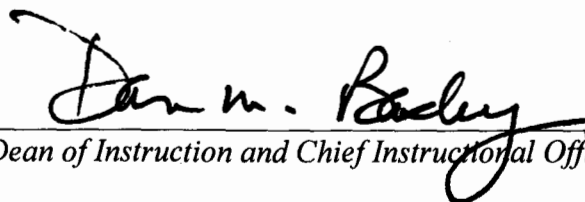
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